



Hastings District Council

*Civic Administration Building
Lyndon Road East, Hastings*

Phone: (06) 871 5000

Fax: (06) 871 5100

WWW.hastingsdc.govt.nz

OPEN ADDITIONAL ITEMS EXTRAORDINARY BUSINESS ITEM

COUNCIL MEETING

Meeting Date: **Thursday, 2 August 2018**

Time: **1.00pm**

Venue: **Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

HASTINGS DISTRICT COUNCIL
COUNCIL MEETING

THURSDAY, 2 AUGUST 2018

VENUE: Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 1.00pm

A G E N D A

11B. Extraordinary Business Item

B) Amendment to Tenders Subcommittee Terms of Reference 3

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 AUGUST 2018

**FROM: DEMOCRATIC SUPPORT MANAGER
JACKIE EVANS**

**SUBJECT: AMENDMENT TO TENDERS SUBCOMMITTEE TERMS OF
REFERENCE**

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Council on a proposed amendment to the Terms of Reference for the Tenders Subcommittee.
- 1.2 This report concludes by recommending that the Terms of Reference be amended as proposed.

2.0 CURRENT SITUATION

- 2.1 The current Terms of Reference for the Tenders Subcommittee are as follows:-

Fields of Activity

The Tenders Subcommittee is responsible for assisting council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority.

- 2.2 It is proposed to amend the terms of reference to include the additional wording as follows:-

*The Tenders Subcommittee is responsible for assisting council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority, **or for which funds are allocated to the Council by the Provincial Growth Fund (and related parties)***

- 2.3 The purpose of this amendment is to enable the Council to act on behalf of MBIE (Ministry of Business Innovation and Employment) and stakeholders to provide assurance and due diligence for procurement and contractual matters in regard to the Provincial Growth Fund.

3.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Democratic Support Manager titled "Amendment to Tenders Subcommittee Terms of Reference" dated**

2/08/2018 be received.

- B) That the Hastings District Council Committees and Rural Community Board Delegations Register be amended to include the amendment of the Terms of Reference for the Tenders Subcommittee.**

Attachments:

1 Revised Terms of Reference

CG-14-1-00904

CG-14-1-00904

Tenders Subcommittee – Terms of Reference

A Subcommittee of the Works and Services Committee

Fields of Activity

The Tenders Subcommittee is responsible for assisting council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority *or for which funds are allocated to the Council by the Provincial Growth Fund (and related parties).*

Membership

Chairman appointed by the Council

4 members appointed by the Council

Chief Executive

Group Manager: Asset Management

For the avoidance of doubt the references in this delegation to the 'Chief Executive' and 'Group Manager: Asset Management' extends to include any persons from time to time appointed in writing to those roles in an acting capacity.

Quorum – Any four members.

Delegated Powers

Authority to accept tenders for individual projects previously approved by the Council or a Standing Committee of the Council up to a value of \$10,000,000

Responsibility to provide oversight and direction on tendering processes in general and/or specific issues relating to a particular project

The Committee reports to the Works and Services Committee