

SOUTH WAIRARAPA DISTRICT COUNCIL

13 DECEMBER 2017

AGENDA ITEM C11

REVIEW AND APPROVE TENDERS WORKING PARTY TERMS OF REFERENCE

Purpose of Report

To inform Councillors of the proposed Terms of reference for the Tenders Working Party.

Recommendations

Officers recommend that the Council:

1. *Receive the Tenders Working Party Terms of Reference Report.*
2. *Approve the proposed Terms of Reference for the Tenders Working Party.*
3. *Update Policy A100 to reflect the adoption of the Terms of Reference for this working party.*

1. Executive Summary

The attached Terms of Reference for the Tenders Working Party have been drafted and need approval by Council.

2. Background

The Tenders Working Party has previously not had documented terms of reference.

It was agreed all working parties of Council should have written terms of reference to ensure their purpose and procedures for operation are correctly documented and can be referred to by members of the working party and the chair to ensure they are operating within the correct scope of practice.

The attached Terms of Reference have been drafted by SWDC officers and were reviewed by the Audit and Risk Working Party at their November 2017 meeting.

The Audit and Risk Working Party recommend Council adopt these Terms of Reference.

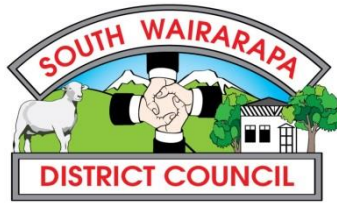
3. Appendices

Appendix 1 - Terms of Reference - Tenders Working Party

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, Chief Executive Officer

**Appendix 1 - Terms of
Reference - Tenders
Working Party**



SOUTH WAIRARAPA DISTRICT COUNCIL

TENDERS WORKING PARTY

TERMS OF REFERENCE

1. Purpose

To working party is established to assess and select successful tenders valued at \$100,000 (exclusive of GST) and above subject to the tenders being within budget, however, Council's Chief Executive Officer or Directors may, at their discretion, also refer lower value tenders to the working party.

2. Membership

The members of the Tenders Working Party is as follows:

- the Mayor
- one Councillor
- Chief Executive Officer (CE)
- the relevant Group Manager and
- the Manager or Team leader concerned

3. Deliverables

Contracts having a total value of \$100,000 (exclusive of GST) and above, may, after consideration of the Tender Evaluation Report, be awarded by a Tenders Working Party provided that:

- a) sufficient funds for the goods or services to be procured have been budgeted for in the current Annual Plan (AP) or Long Term Plan (LTP); and
- b) the cost of the contract plus the cost of any goods and services to be supplied by others for the same project is within the funds budgeted for the project.

In the case of contracts which do not meet the criteria referred to in a) and b) above, the Tender Evaluation Report shall include reasons why it is necessary for the contract to proceed and a recommendation for the source(s) of funds required.

4. Accountability and reporting

- The Tenders Working Party is accountable to Council.
- Written progress reports will be submitted to Council as required.
- The Tenders Working Party's next authorisation level is the Council.
- In line with the Financial Delegations Policy, all capital expenditure contracts over \$500,000 need to be approved by Council. Any unplanned other work over \$10,000 also needs to be approved by Council.
- The working party must at all times act in accordance with the Procuring Goods and Services Policy M500 and the Financial Delegations Policy O200 including managing potential conflicts of interest.
- The Mayor may delegate the Deputy Mayor the same powers and authority as the Mayor with regard to Tenders. Such delegations must be made in writing.

5. Operating model

5.1 Meetings

5.1.1. Timing and frequency

Meetings will be held as and when required.

5.1.2. Convening of Meetings

The CE will convene the Working Party.

5.1.3. Meeting procedure

Council standing orders do not apply for this Working Party.

5.1.4. Location

Meetings will be held in the District Council offices in Martinborough unless otherwise agreed by the Working Party.

5.1.5. Quorum

Four members will constitute a quorum.

5.1.6. Secretariat

Workshop notes will be recorded by the Manager or Team leader and should include the date, time and place of the workshop, members in attendance, topics discussed and any resulting actions.

5.1.7. Agenda and paper circulation

The agenda will be circulated by email at least 3 working days before the meeting.