

Agenda for a meeting of the i-SITE Tender Review Subcommittee of the Waikato District Council to be held in the Boardroom – Te Piringa, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY, 25 JUNE 2020** commencing at **11.00am**.

Information and recommendations are included in the reports to assist the Subcommittee in the decision making process and may not constitute Council's decision or policy until considered by the Subcommittee.

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA**
3. **DISCLOSURES OF INTEREST**
4. **CONFIRMATION OF MINUTES**
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5. **EXCLUSION OF THE PUBLIC** 7

GJ Ion
CHIEF EXECUTIVE

TERMS OF REFERENCE AND DELEGATION

Reports to:	Strategy & Finance Committee
Chairperson:	His Worship the Mayor
Membership:	Chairperson Strategy & Finance Committee – Cr Gibb Chairperson Infrastructure Committee – Cr Patterson
Meeting frequency:	As and when required
Quorum:	A majority of members (including vacancies).

Purpose and Terms of Reference

Purpose

To make timely decisions in relation to i-SITE services in Raglan.

The Subcommittee is delegated the following powers to act:

1. To award a contract in relation to the Raglan i-SITE, including an extension to the existing contract for the Raglan i-SITE;
2. To decide on any servicing or operational requirements for the Raglan i-SITE, including location, staffing and other resources;
3. To vary the scope of services offered at the Raglan i-SITE;
4. To close the Raglan i-SITE;
5. To agree any partnership arrangement for providing services at the Raglan i-SITE;
6. To decide on any other matters relating to the Raglan i-SITE that give effect to the above delegations.

Open Meeting

To	i-SITE Tender Review Subcommittee
From	Gavin Ion Chief Executive
Date	11 June 2020
Prepared by	Lynette Wainwright
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the i-SITE Tender Review Subcommittee meeting held on Tuesday, 10 March 2020.

2. RECOMMENDATION

THAT the minutes of the meeting of the i-SITE Tender Review Subcommittee held on Tuesday, 10 March 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

ITRS Subcommittee Open Minutes – 10 March 2020

MINUTES for a meeting of the i -SITE Tender Review Subcommittee of the Waikato District Council held in the Boardroom – Te Piringa, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 10 MARCH 2020** commencing at **1.00PM**.

Present:

His Worship the Mayor AM Sanson (Chairperson)
Cr JM Gibb
Cr EM Patterson

Attending:

Mr C Morgan (General Manager Community Growth)
Mrs J Dolan (Economic and Community Development Manager)
Mrs T Hancock (Senior Communications and Engagement Advisor)
Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Patterson/Gibb)

THAT the agenda for a meeting of the i -SITE Tender Review Subcommittee held on Tuesday, 10 March 2020 be confirmed and all items therein be considered in open meeting.

CARRIED

ITRS2003/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Agenda Item 4

Resolved: (Crs Gibb/Patterson)

THAT the minutes of a meeting of the i-SITE Tender Review Subcommittee held on Wednesday, 19 February 2020 be confirmed as a true and correct record of that meeting, subject to correcting the venue for that meeting to be the Supper Room, Raglan Town Hall, Bow Street, Raglan.

CARRIED**ITRS2003/02****EXCLUSION OF THE PUBLIC**

Agenda Item 5

Resolved: (His Worship the Mayor/Cr Patterson)

THAT the public be excluded from the following parts 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
I – Confirmation of Public Excluded Minutes (19 February 2020)	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
2.1 Raglan i-Site Contract Update	Good reason to withhold exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

Open Meeting

To	i-SITE Tender Review Subcommittee
From	Gavin Ion Chief Executive
Date	18 June 2020
Prepared by	Lynette Wainwright
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. RECOMMENDATION

THAT the public be excluded from the following parts 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 1 – Confirmation of Minutes 10 March 2020	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
Item 2.1 – Raglan i-SITE Update – June 2020		

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:

Item No.	Section	Interest
Item 1		Refer to the previous Public Excluded reason in the Agenda for this meeting.
2.1	7(2)(h)	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).