



# PROSPEROUS NAPIER COMMITTEE

## Open Minutes

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Meeting Date: Thursday 1 July 2021

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Time: 11.21am - 11.43am  
11.45am - 12.10pm (Public Excluded)

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Venue Large Exhibition Hall  
Napier War Memorial Centre  
Marine Parade  
Napier

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*Livestreamed via Council's Facebook site*

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Present Mayor Wise, Councillor Taylor (In the Chair), Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine and Wright

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In Attendance Chief Executive (Steph Rotarangi)  
Director Corporate Services (Adele Henderson)  
Director Community Services (Antoinette Campbell)  
Director Infrastructure Services, (Jon Kingsford)  
Director City Services (Lance Titter)  
Manager Communications and Marketing (Craig Ogborn)  
Chief Financial Officer (Caroline Thomson)  
Manager Community Strategies (Natasha Mackie)  
Manager Sport & Recreation (Glenn Lucas)  
Team Leader Governance (Helen Barbier)  
Community Funding Advisor (Belinda McLeod)  
Simon James, Regional Procurement Group

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Administration Governance Advisors (Carolyn Hunt and Anna Eady)

## Apologies

Nil

## Conflicts of interest

Nil

## Public forum

Nil

## Announcements by the Mayor

Nil

## Announcements by the Chairperson

Nil

## Announcements by the management

Nil

## Confirmation of minutes

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Councillors Price / Boag

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That the Minutes of the meeting held on 29 April 2021 were taken as a true and accurate record of the meeting.

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Carried

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# AGENDA ITEMS

## 1. COUNCIL PROCUREMENT POLICY

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|--|---|
| <i>Type of Report:</i>                 | Operational and Procedural  |
| <i>Legal Reference:</i>                | N/A   |
| <i>Document ID:</i>                    | 1322316   |
| <i>Reporting Officer/s &amp; Unit:</i> | Adele Henderson, Director Corporate Services<br>Jon Kingsford, Director Infrastructure Services |

### 1.1 Purpose of Report

To approve and adopt the Napier City Council Procurement Policy which will supersede the current Contracts Policy.

#### At the Meeting

The Director Corporate Services, Ms Henderson spoke to the report and advised that the Procurement Policy had been written to supersede the Contracts Policy. A Procurement Strategy was under development to support the Procurement Policy. Although the Policy would be reviewed every three years there was the ability to update at any time.

The original Contracts Policy had been developed to support transportation projects and the scope was not broad enough to incorporate other activities across Council and the change to meet broader outcomes. Mr James of the Regional Procurement Group had developed and adopted a progressive toolkit and training programme for internal council staff. The Progressive Procurement Supplier Guide was launched on 1 July 2021 with the Supplier Guide located in the procurement area of the Council's website.

There was flexibility in the procurement policy for providers who came up with different solutions for meeting what was required, providing creativity for the provider. There may also be room for some innovation in methodology or a different approach. Each tender could be assessed into whether it was suitable to take into account the need to deliver broader outcomes going forward.

#### Committee's recommendation

Councillors Browne / Crown

The Prosperous Napier Committee:

- Approve the recommendation to supersede the Council contract policy with the Procurement Policy.
- Approve and adopt the Procurement Policy.
- Note a Procurement Strategy to support the Policy is under development.

Carried

# PUBLIC EXCLUDED ITEMS

Councillors Mawson / Tapine

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Debt write off
2. Hawke's Bay Airport Limited - Quarterly Report for 9 months ending 31 March 2021
3. Request for Remission for Special Circumstances

Carried

The general subject of each matter to be considered while the public was excluded, the reasons 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 were 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) to the passing of this resolution.  |
|---|---|---|
| 1. Debt write off   | 7(2)(a) Protect the privacy of natural persons, including that of a deceased person   | 48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:<br>(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987. |
| 2. Hawke's Bay Airport Limited - Quarterly Report for 9 months ending 31 March 2021 | 7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information | 48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:<br>(i) Where the local authority   |

|  |   |   |
|--|---|---|
|  | 7(2)(j) Prevent the disclosure or use of official information for improper gain or improper advantage   | is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.   |
| 3. Request for Remission for Special Circumstances | 7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information | 48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:<br>(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987. |

*The meeting adjourned at 11.43 and reconvened  
in Public Excluded session at 11.45pm*

*The meeting closed at 12.10pm*

Approved and adopted as a true and accurate record of the meeting.

Chairperson .....

Date of approval .....