

---

**MINUTES**  
of the  
**TENDERS/PROCUREMENT PANEL MEETING**  
**Komiti iti Karaati Hapori**  
held  
**8.30am, Thursday, 24 July 2025**  
at  
**Rautaki Room , 189 Queen Street, Richmond**

---

**Present:** Deputy Mayor S Bryant, Councillors M Kininmonth and K Maling and Chief Executive Officer L Rae

**Attendance:** Chief Operating Officer (S Manners), Group Manager – Community Infrastructure (R Kirby), Governance Officer (K Latham) and Senior Governance Advisor (K McLean)

**1 OPENING KARAKIA, WELCOME**

**2 APOLOGIES AND LEAVE OF ABSENCE**

Nil

**3 PUBLIC FORUM**

Nil

**4 DECLARATIONS OF INTEREST**

Nil

**5 LATE ITEMS**

Nil

## 6 CONFIRMATION OF MINUTES

Moved Councillor Maling/Chief Executive Officer Rae  
TPCCC25-07-1

That the minutes of the Tenders/Procurement Panel meeting held on Thursday, 26 June 2025, be confirmed as a true and correct record of the meeting.

**CARRIED**

Moved Chief Executive Officer Rae/Councillor Maling  
TPCCC25-07-2

That the confidential minutes of the Tenders/Procurement Panel meeting held on Thursday, 26 June 2025, be confirmed as a true and correct record of the meeting.

**CARRIED**

## 7 REPORTS

Nil

## 8 CONFIDENTIAL SESSION

### 8.1 Procedural motion to exclude the public

Moved Councillor Maling/Chief Executive Officer Rae  
TPCCC25-07-3

That the public be excluded from the following part(s) 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 follows.

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:

### 8.2 Contract Extension - Supply of Marketing and Communication Design Services

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to 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.	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### 8.3 C1490 - Richmond Reticulation Gladstone Road Upgrade

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution

The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to 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.	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**CARRIED****RESTATEMENTS**

It was resolved while the public was excluded:

**8.2 Contract Extension - Supply of Marketing and Communication Design Services**

**That the Tenders Procurement Panel**

- 4. agrees that the report, attachments and decision remain confidential at this time.**

**8.3 C1490 - Richmond Reticulation Gladstone Road Upgrade**

**That the Tender Procurement Panel**

- 4. agrees that the decision, report and attachments remain confidential at this time.**

The meeting concluded at 8.53am.

Confirmed as a correct record of proceedings by resolution on Enter date .