Procurement Policy

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2. Abbreviations

AOG: All of Government
AP: Annual Plan
LTP: Long Term Plan
RFP: Request for Proposal
RFQ: Request for Quote
RFT: Request for Tender
NZTA: New Zealand Transport Authority
TECV: Total Estimated Contract Value
NPDC: New Plymouth District Council
GST: Goods and Services Tax
SME: Small to Medium Enterprise

3. Definitions

In this Policy, the following words and expressions shall have the meaning stated.

a. "**All of Government**" - means an arrangement developed and managed by Ministry of Business, Innovation & Employment for the New Zealand Government Procurement (NZGP) for selected common goods, services and/or works purchased by government agencies.

b. "**Council**" means New Plymouth District Council.

c. "**Common Capability Contract**" means a type of approved collaborative contract established by a system leader (such as the Department of Internal Affairs for Information and Communications Technology) or an agency with their oversight. These contracts create supply agreements with approved suppliers for goods, services and/or works that are commonly purchased by government- agencies.

d. "**Local Business or Local Supplier**" means the organisation and/or supplier complying to all three categories defined in Section 6.2 Local Prosperity of this policy.

e. "**Primary Benefits**" means the core outcomes or deliverables that the procurement is intended to achieve such as obtaining the specified goods, services and/or works to meet the Council's needs.

f. "**Secondary Benefits**" means the additional economic, social, environmental, or cultural benefits generated through a procurement activity beyond the primary purpose of acquiring goods, services and/or works.

g. "**Economic Benefits**" means delivering positive impacts on New Zealand's economy, particularly the impact on the New Plymouth District's economy through purchasing decisions. This includes supporting Local Businesses and workforce, fostering innovation, improving industry capability, and considering sustainability, environmental impacts, and contributing to social and cultural outcomes as part of achieving public value. These benefits are also considered as Secondary Benefits that a procurement activity can achieve.

h. "**Open Competition**" means a competitive tendering process where all potential suppliers in a market are offered an opportunity to respond to a supply/procurement opportunity.

i. "**Close Competition**" means a competitive tendering process where selected suppliers in the market are invited to respond to a supply/procurement opportunity.

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j. "**Pre-qualified Supplier**" means a supplier that has been screened and assessed against a set of predefined criteria (i.e. specialised technical expertise, specific qualifications) to ensure they have the necessary capacity and capability to provide specific goods, services and/or works.

k. "**Preferred Supplier**" means a supplier, selected from a competitive procurement process, that has been identified as the best and most competent supplier to deliver certain categories of goods, services and/or works. This designation is determined through a tender evaluation based on the supplier's demonstrated ability to meet, or exceed expectations, in areas such as quality, delivery, cost, and other Secondary Benefits.

l. "**Probity**" means ensuring that all procurement activities are conducted ethically, fairly, and transparently to maintain public trust. It requires decision-making that is impartial, accountable, lawful, and able to withstand scrutiny, ensuring all parties are treated equitably, and processes are free from bias.

m. "**Procurement**" means the acquisition of goods, services and/or works from external sources.

n. "**Procurement Plan**" means the detailed plan outlining the procurement strategy and steps of the procurement process to be carried out to acquire goods, services and/or works.

o. "**Public Value**" means achieving the best overall result for the money spent, considering all costs and benefits over the whole life of the goods, services and/or works. It requires using resources effectively, economically, and responsibly, and also gives consideration to Secondary Benefits. Public value does not mean choosing the lowest price; it means selecting the option that delivers the greatest benefit for the community, based on total whole-life cost and long-term impact

p. "**Supplier Panel**" means a group of Pre-Qualified Suppliers who have agreed to specific terms and conditions for supply of goods, services and/or works. This arrangement is generally formalised after an open tender process to select panel suppliers. Suppliers selected to be on a panel will sign a specific panel master agreement or head agreement.

q. "**Total Estimated Contract Value**" means the total estimated value of the contract inclusive of all agreed costs and fees over its entire term, including all possible renewal periods but excluding Good and Service Tax (GST).

r. "**Procurement and Commercial Service Management**" means the person or persons authorised by the Chief Executive or delegated authority to lead procurement and commercial services activities for the Council.

s. "**Procurement Governance Board**" means an oversight group responsible for ensuring that major procurement activities are carried out ethically and in alignment with organisational strategy and public-sector obligations. The Procurement Governance Board typically provides direction, reviews high-value or high-risk procurement initiatives, ensures compliance with policies and probity principles, and supports sound decision-making by offering independent oversight, accountability, and assurance that public funds are being used appropriately.

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4. Policy Purpose

The Procurement Policy of New Plymouth District Council (Council) aims to ensure a transparent and structured approach to procurement, aligned with Council's vision, strategic priorities, and desired community outcomes. It ensures compliance with government regulations and industry best practices, contributing to sustainable development, social responsibility, and economic efficiency.

This policy ensures consistent procurement practices across all Council activities and alignment with relevant New Zealand Government Procurement Rules. The policy seeks to maximise benefits through procurement, providing value for money and enhancing the economic wellbeing of the New Plymouth district and its community.

This document should be read alongside the Council's Procurement Strategy. This policy does not detail specific internal policies, processes, procedures and systems that support the compliance of this policy.

5. Scope of Policy

Procurement involves acquisition of goods, services and/or works from external sources. It starts with identifying needs and includes planning, sourcing, evaluation and contract management processes, and ends with a contract's expiration.

Council tasks its procurement function with supporting the acquisition of goods, services and/or works to maintain high service levels and complete capital projects, routine operations, and to support response to emergencies.

Procurement and contract management are key activities for the Council, which sources a wide range of items from various markets. These needs are diverse, including major long-term contracts and one-off purchases.

This policy applies to the procurement of:

a. Goods, services and/or works of any kind, other than those noted below.
b. Goods, services and/or works supplied by non-commercial entities such as volunteer and other community organisations.

This policy does not apply to:

a. Employment Agreements – The employment of staff and contingent workers (staff who are not defined as contractors or consultants to supply services).
b. Real Estate/Land – The acquisition or lease of land or buildings and associated real estate services (procurements of the design, construction, or refurbishment of Council-owned building/assets is in scope of this policy).
c. Disposals – disposal and sales of Council assets
d. Legal, Banking and Audit services, grants, trusts and insurance payments – Staff should consult with Council's Legal team for all legal services, investments, loans, guarantees, grants, trusts, insurance payments, audit services, and banking services for, and on behalf of, Council.
e. Donations – Koha, gifts and donations including time/labour or services in kind.
f. Public sector agreements – agreements between public sector agencies, when Council is engaged with other bodies, councils or consortiums.
g. Membership and affiliation fees – payments to professional organisations including membership and conference fees.

Wherever possible the principles of this procurement policy along with best practice procurement processes should be applied to these exempted areas.

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6. Strategic Themes for Council Procurement

This Procurement Policy is underpinned by eight strategic themes that reflect the principles and priorities set out in the Council's Procurement Strategy. These themes ensure that all procurement activities deliver public value, align with Council objectives, and contribute to local economic benefits. By embedding these themes into Council processes, the Council aims to promote openness and transparency, improve efficiency, and provide fair opportunities while supporting the economic, cultural, social, environmental, and wellbeing of our community.

6.1. Managing Spend Effectively

Council undertakes procurement in a structured manner that ensures fair competition, transparency, value for money, and regulatory compliance. Procurement planning aligns with Council's Long-Term Plan (LTP) and Annual Plan (AP) process, ensuring expenditure is allocated effectively, efficiently and ethically. Key considerations include risk assessment, supplier capability, market conditions, local economic benefits and sustainability.

Staff must not enter into any purchase or tender process unless there is an approved budget, clearly defined scope of work and they have the delegated authority for the expenditure; the funds available must be sufficient to cover the whole-life cycle cost of the purchase, including any related or ongoing obligations such as maintenance.

6.1.1. Procurement Process Thresholds

Council's tender processes and methods are determined by the Total Estimated Contract Value (TECV) and the risk level of the procurement. TECV represents the total financial obligation under a contractual agreement for its full term, inclusive of all agreed costs and fees, renewals, extensions, and variable charges. The TECV guides the market approach decision. Before entering any agreement, it is crucial to calculate the full contract value to ensure alignment with budgetary and strategic objectives.

Council procurement process thresholds by TECV are defined as below.

<table>
<tr><th colspan="4">Procurement Value Thresholds by Total Estimated Contract Value</th></tr>
<tr><th>TECV</th><th>Procurement Plan</th><th>Market Approach</th><th>Evaluation/ Recommendation Report</th></tr>
<tr><td>Up to $10,000</td><td rowspan="3">Not mandatory</td><td>Direct purchase
No formal procedures but officers need to ensure price reasonableness and that prices do not exceed current market rates</td><td rowspan="2">Not mandatory</td></tr>
<tr><td>More than $10,000 up to $25,000</td><td>Open or Closed Competitive Process with at least 2 written/email quotes to confirm price reasonableness</td></tr>
<tr><td>More than $25,000 up to $100,000</td><td>Open or Closed Competitive Process with at least 3 written/email quotes to confirm price reasonableness</td><td>Selection rationale to be recorded</td></tr>
</table>

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Procurement Value Thresholds by Total Estimated Contract Value			
TECV	Procurement Plan	Market Approach	Evaluation/ Recommendation Report
More than $100,000 up to $2,000,000	Procurement Plan mandatory	Open competitive Request for Quote (RFQ)/ Request for Proposal (RFP)/ Request for Tender (RFT)	Recommendation Report mandatory
More than $2,000,000	Detailed/Extensive Procurement Plan mandatory	Open competitive RFQ/RFP/RFT	

6.2. Local Prosperity

Council's procurement objectives include supporting local economic development by creating opportunities for Local Businesses and encouraging economic, social, environmental, and community benefits that contribute to the wellbeing and prosperity of the New Plymouth District.

Council supports the local New Plymouth District economy by:

- Publishing open and competitive procurement opportunities wherever appropriate;
- Providing Local Businesses with a fair opportunity to compete for Council contracts;
- Encouraging suppliers to contribute to local employment, workforce development, and economic growth;
- Collecting and reporting information on Council expenditure with Local Businesses; and
- Considering broader economic outcomes as part of procurement planning and evaluation where relevant.

6.2.1. Definition of Local Business

For reporting, spend analysis, market engagement, and measurement of local economic impact, a Local Business or Local Supplier is defined as an enterprise that:

a. Has the supplier's office located within the geographical boundaries of the New Plymouth District;
b. Has more than 50% of its employees and/or shareholders as New Plymouth District residents; and
c. Pays local rates, thereby supporting the community's infrastructure and services.

Council may use this definition to measure and report on:

- Expenditure with Local Businesses;
- Participation of Local Businesses in procurement opportunities;
- Economic impacts arising from procurement activities; and
- The effectiveness of initiatives intended to support local economic development.

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The status of a supplier as a Local Business will not, by itself, result in preferential treatment or the allocation of evaluation points unless the requirement is directly relevant to the delivery of the procurement outcome.

6.2.2. Local Economic and Community Benefits

Where Economic Benefit criteria are applied, Council may evaluate one or more of the following:

a. Local Employment and Workforce Development

The extent to which the supplier will create, retain, or enhance employment opportunities within the New Plymouth District, including:

- Permanent employment opportunities;
- Apprenticeships and Internships;
- Cadetships;
- Graduate programmes;
- Training and upskilling initiatives.

b. Participation of Local Businesses

The extent to which the supplier will utilise Local Businesses within its delivery model and supply chain.

c. Investment in the Local Economy

The extent to which contract delivery will contribute to sustainable economic activity within the New Plymouth District by

- Establishment of local facilities or resources;
- Investment in local capability;
- Transfer of knowledge and skills;
- Long-term economic development initiatives.

d. Community Contributions

The extent to which the supplier delivers demonstrable benefits to the local community through:

- Sponsorship of community programmes;
- Support for community organisations;
- Educational partnerships;
- Volunteer initiatives.

6.2.3. Evaluation of Local Impact and Community Contribution

Council utilises Economic Benefit criteria (knows as Broader Outcome criteria) to evaluate the local impact and community contributions suppliers may offer. The use of an Economic Benefit criterion is mandatory for all procurements with an estimated total value exceeding $100,000 for goods, services, refurbishment works, and new construction works. For procurements below this threshold, Council encourages the use of an Economic Benefit criterion where appropriate.

For the purpose of determining if economic benefit criteria must be included in a tender evaluation, the total value threshold is calculated as below:

- Consider total value over the whole of life of all the contract/s (excluding GST) that will result from the procurement, including costs associated with disposal of the goods,
- Include all costs required for the full delivery of the goods, services and/or works including the value of services related to construction works, such as architecture, engineering, planning services or management consultancy

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If Council decides to structure work into subcategories each of the packages of work counts towards the total value of the procurement.

In addition to the above local economic and community impact, Economic Benefit criteria may evaluate one or all of the following aspects.

a. Cultural impacts
b. Sustainability or environmental impacts
c. Social procurement impacts

The total weighting allocated to Economic Benefit criteria must not exceed 15% of the total evaluation weighting for procurement activities. Evaluation factors may only be assessed and scored once; therefore, factors included within the Economic Benefit criterion must not be duplicated within any other criterion.

Where there are specific requirements for a supplier to have a local presence, these should be identified at the planning stage and the evaluation weighted within the threshold defined above.

6.2.4. Supporting Local and Small to Medium Enterprises Participation

To encourage competition and support local economic development, Council uses a simplified procurement approach for lower-value and low-risk activities. This makes it easier for Local Businesses and Small to Medium Enterprises (SMEs) to participate in Council procurement. By reducing complexity and barriers to entry, Council seeks to attract a wider range of suppliers, strengthen community partnerships, and support sustainable district growth.

Further Council also encourages suppliers to use local SMEs in their delivery model and supply chain, and this may be considered in procurement decisions where relevant.

6.3. Environmental Excellence

Council is committed to executing sustainable procurement strategies, prioritising the reduction of carbon emissions and seeking opportunities to positively impact the environment. Sustainable procurement involves meeting the needs for goods, services, utilities, and works not only through cost-benefit analysis from a financial perspective but also by striving to maximise overall benefits for Council, the broader community, and our environment. The Local Government Act 2002 mandates that local authorities adopt a sustainable approach in the procurement of goods, services, and/or works; this should be implemented pragmatically and balanced with other criteria.

Council will consider sustainable procurement outcomes in relevant procurement activities, with the aim of protecting and enhancing our natural environment through circular economy approaches that reduce and manage waste, increase use of recyclable products, minimise packaging and greenhouse gas emissions (especially vehicle emissions), adopt “green” building techniques, protect or enhance water quality and promote water and energy-saving measures.

Council will evaluate sustainable procurement outcomes aiming to support the four pou identified in Council’s Environmental Sustainability Policy (P24-006):

- Reduce, reuse and recycle resources
- Mitigate and adapt to climate change
- Protect and increase natural biodiversity
- Sustainable transport and travel

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To evaluate sustainability factors, Council's process may include verification of supplier's sustainable management practices, rating of suppliers against sustainability criteria, setting of sustainability improvement targets, and encouragement of sustainable innovation. Value-for-money is assessed over the total lifecycle, not just in relation to initial cost. Council favours more sustainable options where value and functionality are comparable and recognises supplier's efforts to reduce carbon emissions.

6.4. Social Impact, Cultural Identity, and Inclusivity

Council's procurement practices seek to encourage positive social impact through supplier diversity, workforce development, and inclusive engagement. When planning and decision-making require advice and input with a Māori lens, Council will draw on internal expertise and, where appropriate, external specialists including iwi and hapū. This approach incorporates Māori cultural knowledge, te reo Māori, mātauranga Māori, tikanga Māori, and kawa.

Council publishes significant tender opportunities publicly, ensuring Local Businesses are informed of a tender opportunity for goods, works, and/or services. This approach supports goals to broaden supplier diversity in the regional economy and strengthen the long-term sustainability and employment growth of Local Businesses inclusive of iwi, hapū and Māori businesses.

Council also aims to work with suppliers to ensure they are equipped with appropriate guidance on Māori cultural practices relevant to their contracted work. This includes, where applicable, expectations and protocols relating to tikanga Māori, engagement processes with mana whenua, the appropriate use of te reo Māori, cultural acknowledgements, and participation in practices such as pōwhiri, karakia, or site-specific kawa. Council will provide advice on this and facilitate access to iwi and hapū information and expertise to ensure suppliers understand and uphold these practices in a respectful, consistent, and culturally safe manner.

6.5. Transparency and Accountability

Council's procurement activities are guided by transparency and accountability. Procurement decisions must be fair, open, and justifiable; supported by governance and probity standards. Council's tendering processes must be capable of standing up to judicial review, reflecting higher standards of decision-making. The Council must always act fairly, reasonably, and within the law. Public law obligations apply to all aspects of procurement, including pre-selection of tenderers. Council must meet legitimate expectations of potential tenderers, such as inviting experienced current suppliers to submit tenders. The tender process should be fair to all tenderers, defined before starting, clearly communicated, and consistently followed.

To protect the integrity, impartiality, and transparency of Council procurement activities, all supplier evaluation, recommendation, selection, and contract award decisions must be made independently by Council. Suppliers, contractors, and other external stakeholders must be excluded from procurement decision-making processes where they have an actual, potential, or perceived commercial interest in, or ability to benefit from, the procurement outcome.

6.5.1. Conflict of Interest Declaration and Management

Effective conflict-of-interest management is essential. Stakeholders involved in any component of evaluation, recommendation, negotiations, selection or award of contract to a supplier must declare any actual, potential, or perceived conflict of interest before participating in that process or any part of it. All declarations must be reported to the Procurement and Commercial Services Management.

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An appropriate conflict-of-interest management plan will be developed, agreed, and enacted whenever a potential conflict of interest has been identified.

Any potential conflict of interest that emerges during the procurement process must likewise be declared immediately to the Procurement and Commercial Services Management team so that an appropriate conflict-of-interest management plan can be developed, agreed, and enacted.

6.5.2. Elected Member's Interests and Involvement in Procurement Process

Under the Local Authorities (Members' Interests) Act 1968, an elected member must not have a contractual interest in contracts with the Council that exceeds the statutory limit in any financial year without the prior approval of the Office of the Auditor-General.

To maintain appropriate separation between governance and management functions, elected members and other governance representatives should not participate in tender evaluation panels, procurement assessments, supplier selection decisions, or other operational procurement activities. Their role is to provide strategic direction and oversight rather than undertake or influence procurement operations.

Elected members must also declare any actual, potential, or perceived conflicts of interest and must not participate in procurement-related discussions or decisions where such conflicts exist.

6.5.3. Sole source, closed tendering and Unsolicited proposals

Sole Source and Closed Tendering

Council defines and manages sole-source or direct-appointment engagements carefully. Poor planning or poor time management is not justification for deviation of standard procurement processes. Typical grounds for direct engagement include:

- The goods or services or works have limited availability, require highly specialised skills and/or are very complex and as a result are only available from one source;
- Only one supplier has the capacity to deliver within the time required;
- Standardisation or compatibility with existing equipment, technology or services is necessary, and can be achieved through only one supplier;
- Goods, services or works additional to the original requirements are necessary for complete delivery and the original supplier is best placed to undertake follow-on work because changing suppliers would result in substantial duplication of cost, risk, or disruption.
- Council is purchasing a pilot or prototype;
- There is a genuine emergency which impacts the health and safety of the Person Conducting a Business or Undertaking (PCBU), Officers, Workers and General Public;
- There is a genuine urgent need to mitigate critical risks (not due to lack of planning)
- There will be consequential or indirect costs or risks detrimentally affecting Council's position including the ability to access privileged or commercially sensitive information held by a particular partner or service provider;
- There is necessity of retaining in-house capability;
- There is the existence of excessive risk in contracting;

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- It is likely that key community partnerships will be significantly adversely affected; and
- Where the possibility that Council's Procurement Policy (or parts thereof) act as a barrier to external Funder/Partner (e.g. Central Government) wider project objectives or procurement preferences

The following circumstances are not sufficient justification for sole sourcing:

- Lack of time caused by poor planning.
- Preference for a known supplier.
- Incumbent supplier convenience.
- Avoiding procurement effort.
- Assuming a supplier is cheapest without testing the market.

All sole source procurement and closed tendering processes are required to obtain prior approval as detailed below before proceeding with a sole-sourced procurement or contract.

Procurement activity	TECV for the procurement	Procurement and Commercial Service Management Approval	Delegation of Financial Authority Approval	Procurement Governance Board Approval
Closed-Tenders	Over $ 100,000	Required	Not required	Not required
Sole Source	Over $ 25,000 up to $ 500,000	Required	Required	Not required
Sole Source	Over $ 500,000	Required	Required	Required

Unsolicited proposals

Council does not normally procure goods, services and/or works through unsolicited proposals. Any unsolicited proposal received must be referred to the Procurement and Commercial Services team for assessment. Council will only consider such proposals where the supplier demonstrates unique intellectual property, innovative capability, or a clearly defined public value that cannot be delivered through standard competitive procurement processes. Receipt of an unsolicited proposal does not create any obligation on Council to engage, progress, or enter into contractual discussions. Where an unsolicited proposal is progressed, Council will ensure transparency, fairness, and value for money, and may initiate a competitive process if appropriate.

6.6. Delivering Compliant Processes and Procedures

Council's procurement practices are aligned with the New Zealand Government Procurement Principles:

- Plan and manage for great results;
- Be proportionate and right-size the procurement,
- Be fair to all suppliers;
- Get the right supplier;
- Get the best deal for everyone; and
- Play by the rules.

All procurement activities must comply with relevant legislation Council policies, and the Auditor-General's Procurement Guidance for Public Entities and must also be in alignment

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with the New Zealand Government Procurement Rules. If a project receives funding from the New Zealand Transport Authority (NZTA), Council must also adhere to the NZTA Procurement Manual and NZTA Contract Procedures. In addition to the aforementioned requirements; where any requirements conflict, NZTA requirements take precedence for NZTA funded projects over Council policies and the New Zealand Government Procurement Rules.

Council also sets out circumstances where exemptions to competitive procurement and/or open tendering may be granted including procurement via panel suppliers and collective agreements, emergency procurement, reasonable and justifiable extensions of existing contracts, low-value transactions that do not justify full tender processes, and unsolicited proposals that present unique or innovative solutions initiated by suppliers. This approach is in aligned with New Zealand Government's Procurement principles of right-sizing procurement processes in proportion to factors related to value, risk and complexity. Alternative practices must be justified and must not be used to avoid competition or to discriminate against suppliers.

6.6.1. Contract Selection

Selection of the appropriate form of contract for a procurement is crucial to manage the risk involved in the procurement and contract management process. The form of contract used to enter into a legally binding contract should be a Council standard contract/ agreement template. Any supplier-based contracts or bespoke agreements are required to be reviewed and approved by the Council's legal team prior to signing the contract. Any alteration to the Council's standard contract/ agreement template must be reviewed and approved by the Council's legal team before contract signing.

No purchase orders should be used to procure any activity that has been identified as medium to high risk and/or TECV over $ 100,000.

6.6.2. Legal considerations

Council staff should seek legal advice when necessary to manage procurement risks. Timely advice is essential for new or unusual contracts.

6.6.3. Compliance with legislation

All procurement must comply with legislation, including the Local Government Act 2002, which requires community consultation on significant issues. If a procurement will directly affect community services (e.g. library services or waste collection), Council will consider the need for community consultation before proceeding with procurement planning.

Applicable legislation includes, but is not limited to:

- Local Government Act 2002
- Contract and Commercial Law Act 2017.
- Local Government Official Information and Meetings Act 1987
- Commerce Act 1986
- Public Records Act 2005
- Fair trading Act 1986
- Local Authorities (Members' Interests) Act 1968
- Construction Contracts Act 2002 and amendments
- Health and Safety at Work Act 2015

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6.6.4. Public Law consideration

The Council, as a public body, must ensure its tendering processes can stand up to judicial review. This ensures adherence to higher standards of decision-making compared to private organisations. Officers must consider that procurement actions may be subject to judicial review, Local Government Official Information and Meetings Act 1987 (LGOIMA) requests, or complaints to an Ombudsman, the Auditor-General, or the Serious Fraud Office.

6.7. Supporting Collaborative Procurement Efforts

Council may utilise existing All-of-Government (AoG) supplier panels or other collective arrangements such as syndicated or Common Capability Contracts to improve procurement efficiency, maximise favourable terms, and leverage competitive prices already negotiated. Council may also establish Council-governed supplier panels where suppliers have been evaluated and selected via competitive processes and are governed by a master panel agreement or head agreement. Panel agreements are reviewed periodically to assess performance; ensure that work is allocated fairly among panel members and confirm that any preferred supplier is selected on the basis of demonstrated value. Where panel arrangements cannot fulfil requirements, Council follows the standard procurement processes defined in this Policy.

For frequently sourced goods, services and/or works, Council may have existing contracts with preferred suppliers selected through formal competitive processes to meet specific requirements and quality standards typically included on a specific panel. Frequently used or convenient suppliers do not qualify as preferred suppliers unless selected through a prior formal, competitive process. Pre-qualified Suppliers meeting Council's health and safety requirements are not necessarily preferred suppliers; competitive processes, methods, and thresholds apply even when engaging pre-qualified suppliers.

6.8. Well-being, Health, and Safety

Council prioritises the well-being, health, and safety of staff, suppliers, and the community throughout procurement and contract management. Suppliers are expected to demonstrate compliance with health and safety standards and regulatory requirements, and where relevant, Council integrates well-being, health & safety considerations into procurement planning and delivery.

6.8.1. Emergency Procurement

Emergency procurement is defined as a sudden, unforeseen event that may cause injury, loss of life, or critical damage to property or infrastructure, or that significantly impairs Council operations. Emergency procurements should only cover necessities required to address the specific emergency and may warrant bypassing certain standard processes. However, Council will utilise competitive procurement processes as much as feasible restricting emergency procurements to genuinely unforeseen situations. The Chief Executive (or delegate) authorises emergency procurement, and appropriate documentation and accounting are required for transparency. All emergency procurements must be justified with clear documentation, approved by the Chief Executive (or delegate), and reviewed retrospectively by the Procurement and Commercial Services Management for compliance.

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7. Implementation Framework

To ensure the successful execution of this policy, Council maintains a robust implementation framework comprising:

- Governance: Oversight through a Procurement Governance Board and management structures to ensure alignment with Council objectives and best practices.
- Procurement Principles: Adherence to New Zealand Government Procurement Principles and alignment with New Zealand Government Procurement Rules
- Resource Allocation and Prioritisation: Investment in technology, training, and infrastructure to enhance procurement efficiency and effectiveness.
- Stakeholder Engagement: Active engagement with internal and external stakeholders, including regular feedback mechanisms and supplier relationship management, to improve supplier relationship and process improvements.

8. Exemption to the Policy

On occasion, exemptions to this procurement policy may be necessary due to exceptional circumstances or specific operational requirements. Any such exemption must be formally justified and receive prior approval from the Procurement and Commercial Service Management, who may at times escalate an exemption to the Procurement Governance Board or Chief Executive for approval.

9. Policy Implementation, Review and Updates

The Chief Executive has the delegated authority to implement this policy. Both Procurement and Commercial Service Management and the Procurement Governance Board oversee procurement practice within Council. Staff must follow Council's policy, processes, and procedures and are expected to keep appropriate records and follow financial delegations.

This policy will be reviewed as required, to ensure alignment with Council's strategic goals, best practices, and regulatory updates.

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