

WAIKIRIKIRI SELWYN DISTRICT COUNCIL

POLICY

P301- Procurement Policy



Effective Date: 11 December 2024

Policy Owner: Executive Director Strategy and Engagement

1. POLICY STATEMENT

Procurement covers all the business processes associated with purchasing the goods/services/works we use to run our business and deliver our public service objectives. It starts with identifying our needs, then planning the best way to meet them, continues through sourcing the goods/services/works, then managing the contract and ends with expiry of either the contract or the asset's useful life.

Our purpose at Waikirikiri Selwyn is to improve the social, economic, environmental and cultural well-being of our residents and communities. In delivering our purpose we aim to achieve best value in our purchases. Our community has overwhelmingly highlighted the importance of a 'sustainable Selwyn', where the district is self-sufficient with services and facilities that cater to people at all stages of life and ensures the environment is cared for.

Further, as a territorial authority, we have obligations to our residents and the public, as defined under the Local Government Act 2002. We will work strategically with our partners, Te Rūnanga o Taumutu and Te Rūnanga o Ngāi Tūāhuriri and seek to embrace the wider principles of Ngā Pou E Whā, (the four Pou principles of Pāpori Social, Taiao Environmental, Ahurea Cultural and Ohaoha Economic) within this policy.

2. POLICY PURPOSE

The purpose of this policy is to provide clear direction and principles to support the application of a consistent and progressive procurement practice across all our procurement activities. It unlocks community value outcomes and aligns with our vision, our [Future Selwyn Strategy](#) (Waikirikiri Ki Tua Future Selwyn is a long-term future-focused strategy that shapes the strategic direction for our communities over the next 50 years), and our long term and annual plans.

This policy aims to:

- Achieve value for money by following a total cost of ownership approach
- Encourage purchasers to incorporate Ngā Pou E Whā (the four Pou Principles of Pāpori Social, Taiao Environmental, Ahurea Cultural and Ohaoha Economic) value adds for our residents;
- Broaden our procurement benefit outcomes;
- Define our Public Value Pillars (refer to Section 8);
- Align our approach with our vision and values;
- Align procurement frameworks to our Future Selwyn Strategy and [Economic Development Strategy](#) that will inform our long term and annual plans into the future; and
- Highlight legislation and policies that effect our procurement activity.

This policy sets the direction and should be read alongside our Internal procurement standards which outlines related rules, processes and methodologies. The procurement standards are a stand-alone document that will define the relevant processes. Templates and additional guides/processes can be found in the [Procurement](#) and [Contracts](#) sites in PORT.

3. POLICY SCOPE

This policy applies to all procurement activity undertaken by Council, except for:

- Employment arrangements;
- Payments to government, regulatory bodies, treasury, tax, and financial instruments;

- Variations to existing approved contracts which have been active no more than 7 years, unless the variations exceed the monetary threshold for competitive procurement; [refer to section 9, paragraph 17]
- Fully funded or co-funded projects (e.g. NZ Transport Agency Waka Kotahi, local water done well or other local authorities whereby procurements must comply with partner or funder policy frameworks of the lead authority);
- Purchases and procurement of services required for Civil Defence emergencies (declared or significant) response phases, in which case, the emergency procurement shall be carried out in accordance with our Emergency Procurement guidelines;
- Sponsorships and grants provided that procurement must not be structured as a sponsorship or grant to avoid applying this policy; and
- Purchases of land, buildings and investments which will follow an approval process outlined by the relevant council's policy, such as Treasury Commercial Property Policy, or any other asset acquisition policy.

4. ROLES & RESPONSIBILITIES

ELT: Champion a wide and progressive community outcome driven approach to our procurement activities.

Heads of/leaders/project Sponsors: Ensure staff apply this procurement policy and the procurement standards to plan and implement appropriate procurement approaches for the purchase of infrastructure, products and services required to support our work within and for the community whilst complying with expenditure delegations.

Ensure that internal collaboration has taken place with any impacted teams (e.g. Digital/facilities etc) which may be supporting purchased goods/services/works. It is the manager's and/or sponsor's (if assigned) responsibility to ensure there is a pre-approved budget available prior to commencing any procurement activity.

Purchasers/managers: Understand the wider value of procurement as a tool to benefit our community and enable this policy across the procurement lifecycle, from planning through to the end of the contract. Purchasers are to apply this policy, the procurement standards, and associated requirements (including initiation/accurate coding and financial management of electronic purchase orders within delegated authority).

Procurement team: To Provide advice on how to apply this procurement policy and the procurement standards throughout the procurement life-cycle.

5. PRINCIPLES, CHARTER

All procurements must follow the procurement principles and the procurement charter as set out below, and must comply with the procurement standards. For procurements which are co-funded by NZTA Waka Kotahi, follow the guidance of the NZTA [Procurement manual](#) | [NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](#)

The procurement principles provide our overarching values. All should use the principles for guidance and to help make good procurement decisions.

The procurement principles are to:

- Plan and manage for great results;
- Achieve value for money by following a total cost of ownership approach, quality outcomes and provide social benefit in our procurement activities;
- Be fair to all suppliers (be they sole traders or large companies) and act reasonably and impartially to all parties involved in the procurement process;
- Ensure purchasing is transparent, fair, consistent and lawful;
- Get the right supplier;
- Get the best deal for everyone (to provide Public Value, as set out in sections 7 and 8);
- Play by the rules set out in the procurement standards;
- Be accountable (have the ability to provide complete and accurate records of the use of public funds);

- Minimise financial and reputational risk and to ensure health, safety and wellbeing is always managed;
- Minimise technology risk e.g. technical dept, and promote organisational wide value from technology investment;
- Ensure the quality and delivery meets the desired outcomes; and
- Review and provide feedback which will inform future procurement decisions.

The procurement charter sets out our expectations of how we should conduct our procurement activity to achieve public value.

1. Our expectations are to: Seek opportunities to include New Zealand businesses and openly work to create opportunities for our local Selwyn and wider Canterbury businesses, small-to-medium enterprises, and community groups to participate in our procurement processes.
2. Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility.
3. Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment and reducing waste, carbon emissions and pollution.
4. Look for new and innovative solutions. Make sure you do not overprescribe the technical requirements of a procurement and give businesses the opportunity to demonstrate their expertise.
5. Engage with businesses with good employment practices. Ensure that the businesses you contract with operate with integrity, transparency, accountability, and respect national standards (or international standards for overseas businesses) relating to human and labour rights. For businesses operating within New Zealand, ensure that they comply with all New Zealand employment standards and health and safety requirements.
6. Promote inclusive economic development within New Zealand. Engage with Māori, Pasifika, and regional businesses and social enterprises to actively contribute to our local Selwyn and wider Canterbury economy. Openly working to include and support these businesses and enterprises through procurement will promote both skills development and a diverse and inclusive workforce.
7. Manage risk appropriately. Responsibility for managing risks should be with both Selwyn District Council and the supplier. We and our suppliers should work together on risk mitigation strategies.
8. Encourage collaboration for collective impact. Look to support greater local collaboration, both across-agency and across-businesses and communities, to give likeminded groups the opportunity to find common solutions within our procurement opportunities.

6. DELEGATED AUTHORITY

Approvals for purchases, procurement plans, awards, and contract signatories must be in line with the Councils Expenditure Delegations, [Delegations Register](#) or as delegated to a project sponsor, if appointed.

7. ENHANCING THE PUBLIC VALUE OF PROCUREMENT ACROSS THE REGION

Public value helps us to achieve the best possible results from our procurement through using resources effectively, economically and minimising waste. We intend to enhance public value by considering and/or co-designing Community lead delivery models whilst considering:

1. The total costs and benefits of a procurement (total cost of ownership);
2. Its contribution to the outcomes we are trying to achieve;
3. Internal collaboration prior to any procurement with internal teams impacted or supporting the procurement (goods/services/works) post-delivery (e.g. planning/building (for infrastructure), digital hardware, software and support, facilities, reserves, maintenance, assets team etc); and

4. Use of our internal contract management framework for managing contracts throughout the delivery lifecycle.

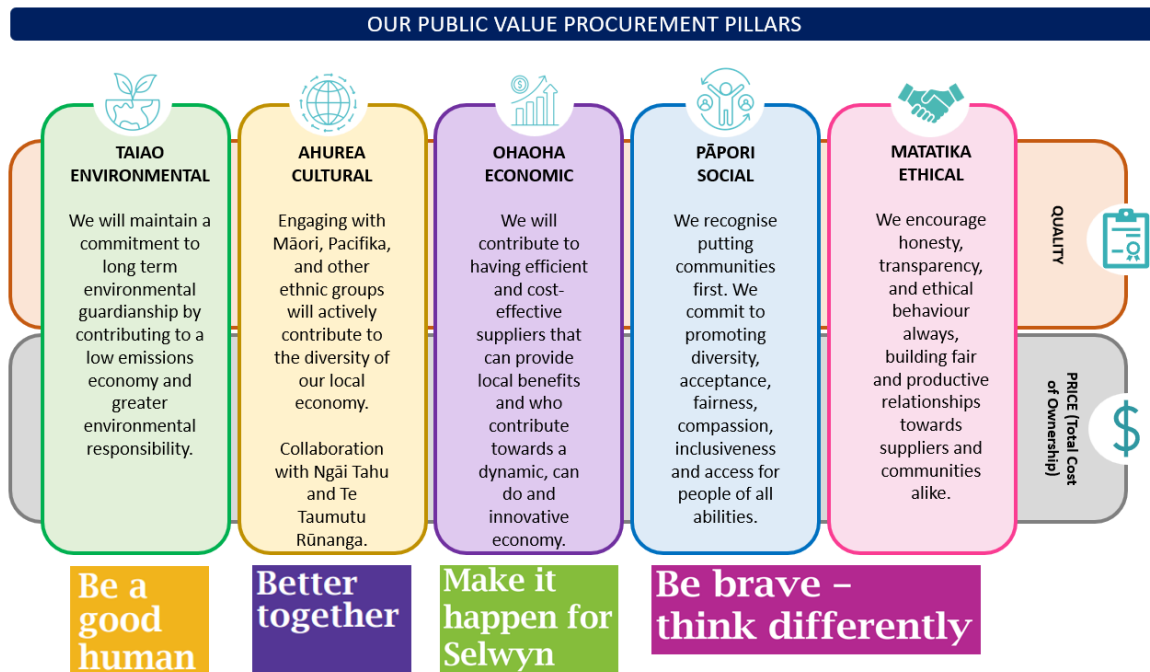
Delivering better public value through procurement includes measuring and the broader outcomes for the region. We should strive to use procurement as a lever to avoid negative environmental impacts, develop the local supplier market, and promote regional and economic community outcomes.

Public value is more than just the price, time and quality of our activities. We must factor in Pāpori, Taiao, Ahurea and Ohaoaha and ensure Matatika Ethical outcomes. These outcomes can have a positive and far-reaching effect on the local economy and the well-being of our communities and are elements to actively promote within our procurement practice.

8. PUBLIC VALUE PILLARS

Our Public Value Pillars below are used to help us to define the areas that are most important to us, our suppliers, and our residents and communities. This helps us to identify, communicate and assess our performance, suppliers' performance across the value chain and provide better public value in the future to our region, customers, and communities.

These value pillars are:



In [Appendix A](#) we expand each pillar and explain how they may influence and direct our procurement activity.

9. REQUIREMENTS, THRESHOLDS & PROCUREMENT METHOD

This policy separates the procurement thresholds and method for Infrastructure & Property purchases, from the general goods/services/works procurements across all other Council teams, with the total value being based on the Total cost of ownership value [see appendix [A.7](#)].

The key requirements for all procurement activity are:

1. All procurements must have funding approved in the long-term plan or annual plan before any purchase and/or procurement activity can proceed, or a confirmed budget approved.
2. Any procurements/contract that spans a Council term that exceeds the CEO's Financial Delegation, shall be subject to Council approval.

3. Any deviation from the procurement method in [\[TABLE 1\]](#), must be approved, and signed by the delegated financial authority holder and/or sponsor responsible for the budget using the [Exemption from Procurement Policy Agreement](#) with a signed copy uploaded into the [Procurement Register](#).
4. Procurement plans (or project plans incorporating procurement plans) are required to be reviewed and approved by the relevant delegated financial authority holder and/or sponsor, and when deviating from the procurement method within this policy [\[TABLE 1\]](#). This is in addition to the requirement for approval by the relevant delegation as referred to in section 6 "Delegated Authority".
5. All closed/invited and open competitive tenders must be managed through the Government Electronic Tender System (GETS).
6. All procurements must follow our Internal procurement standards and approved templates unless the activity is following NZ Transport Agency Waka Kotahi, external funder, or another local authority whereby procurements must comply with partner or funder policy frameworks, dependent on the lead agency.
7. A purchase order must be raised for all goods/services/works after award of contract. A purchase order should be raised for the total value of a contract over its full term (actual or estimate), including any contingencies and potential extension periods. e.g. Digital may incur \$100k a year for a managed services contract, but it is three years long, so total cost is \$300k
8. Purchases shall not be split as a means of getting under the procurement methodology threshold bands, and the aggregated value of the procurement must be approved within the relevant delegation. For variations, please refer to requirement 17. Splitting contracts to avoid compliance with the procurement policy is a breach of this policy and in most cases a breach of financial delegation.
9. All procurements must include at least one outcome from either Pāpori, Taiao, Ahurea and Ohaoaha values that will be weighted within our evaluation and selection outcome.
10. We may participate in collective buying schemes that offer value for money, such as All of Government supply contracts or joint supply agreements with other territorial authorities, in which case competitive procurement will be undertaken by the group as a collective. It is appropriate for these joint procurement arrangements to be established outside the procurement standards, provided the approval of the relevant financial delegated authority is obtained.
11. Pre-qualified supplier lists are not exempt from open advertising where a contract opportunity meets or exceeds the relevant value threshold.
12. Supplier panels are to be openly advertised giving the opportunity for suppliers to be selected for the panel of suppliers in accordance with NZ Government Procurement Rules, with accepted selection methods for secondary procurement processes as detailed in the procurement standards.
13. The use of Council funds for the purchase of items for personal use by staff is prohibited unless authorised by the Chief Executive and reimbursed (other than the use of approved fuel cards or PPE). If staff purchase personal goods and services using discounts obtained through Council buying privileges schemes, the transaction must be paid for by the staff member personally.
14. Staff must not endorse any products or services. If an employee receives a request to endorse any product or service they must refer the request to the appropriate ELT member.

15. Conflicts of interest may arise at any time during the procurement process. All employees must act in accordance with the Conflicts of Interest Policy and complete conflicts of interest declarations for each procurement.
16. All staff and external subject matter experts must always maintain the appropriate confidentiality of a procurement process.
17. Contract extensions, variations, and renewals: subject to the subsequent paragraph, when the additional costs of a service or project are minor in comparison to the costs of undertaking a discrete tender process, a contract extension or variation may be used. When estimating the total monetary value of a procurement, Council will need to take into account extensions, variations, and renewals.

When extensions, variations or renewals are not specifically provided for within an existing contract, the extension, variation, renewal, or re-definition of a contract that increases the originally approved contract value must be approved by the delegated authority holder. If the additional sum is beyond the delegated authority of the budget owner or Chief Executive, the contract must be presented to Council for approval.

The refining of service delivery contracts to more closely reflect the amount of work required to maintain services does not need to be openly tendered, but can be managed directly by the appropriate Council officer. If extensions, variations, and renewals exceed the monetary threshold for competitive procurement then Council should be considering undertaking a competitive procurement process unless there is a valid exemption.

18. Early Contractor Involvement (ECI) for works projects can be used to gain early advice and involvement from a contractor into the buildability and optimisation of designs. It's suited to large, complex or high-risk projects because it affords an integrated team time to gain an early understanding of requirements, enabling robust risk management, innovation and public value. Any ECI should take the form of a two-stage open approach to tendering.

19. Records management

Appropriate records of dealings with all suppliers should be kept and recorded within the Contract Register. This should include details of:

- tender or other comparison processes and selection procedures;
- copies of all agreements entered into; and
- performance records, including any items under dispute; and, correspondence, including, but not limited to, notices, variations, time extensions, and price change documentation.

PROCUREMENT METHOD AND THRESHOLDS
TABLE 1

		Procurement Lifecycle				
Procurement method	Total value	PLAN	SOURCE	GOODS & SERVICES	CONTRACT GUIDE CONSULTANTS	WORKS
PROPERTY & INFRASTRUCTURE						
Direct Procurement	\$0 to under \$100k	<ul style="list-style-type: none"> Direct source/seek quotes. Confirm price in writing. 	<ul style="list-style-type: none"> Use existing local suppliers. 	Purchase Order T&C's		
Selective Procurement	\$100k to under \$250k	<ul style="list-style-type: none"> Complete Request for Quote (RfQ) documentation. 	<ul style="list-style-type: none"> Seek at least 3 written quotes from or; Advertise for Quotes via GETS (RfQ) 		Consultant Short Form Agreement	Minor Works Contract
Closed competitive tender (Invited tender) <small>For NZTA co-funded projects, closed contests can only be used if the value of works is under \$200k</small>	\$100k to under \$250k	<ul style="list-style-type: none"> Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Identify at least 3 capable known suppliers with experience and strong track record. Tender through GETS. 	Standard Goods & Services Contract		
Competitive open tender	\$250k and above	<ul style="list-style-type: none"> Complete Project Plan and seek approval to proceed per delegated authority. Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Open tender advertised on GETS. Consider multistage tendering options. 		CCCS Contract	3910/6/7 Contract
REST OF COUNCIL						
Direct Procurement	\$0 to under \$40k	<ul style="list-style-type: none"> Direct source/seek quotes. Confirm price in writing. 	<ul style="list-style-type: none"> Use existing local suppliers where practical. 			
Selective Procurement	\$40k to under \$100k	<ul style="list-style-type: none"> Complete RfQ documentation. 	<ul style="list-style-type: none"> Seek at least 3 written quotes from suppliers or; Advertise for Quotes via GETS (RfQ). 	Purchase Order T&C's		
Closed competitive tender (Invited tender)	\$40k to under \$100k	<ul style="list-style-type: none"> Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Identify at least 3 capable known suppliers with experience and strong track record. Tender through GETS. 		Contractor / Consultants Contract	
Competitive open tender	\$100k and above	<ul style="list-style-type: none"> Complete RfX documentation, specifications and evaluation criteria, tender evaluation panel. 	<ul style="list-style-type: none"> Open tender advertised on GETS. Consider multistage tendering options. 	Standard Goods & Services Contract		

Note: CONTRACT GUIDE is a guideline only, dependent on the nature of the goods/services/works being procured, it may be appropriate to confirm with Legal or Procurement on the most suitable Contract.

10. COUNCIL CONTROLLED ORGANISATIONS - CCOs

In all procurements, consideration should be made as to whether the work can be negotiated with our CCOs within any existing contracts or separate stand-alone contracts, and that we can demonstrate we are receiving public value outcomes/value for money. Considerations should be given as to their capability and capacity to deliver the work and deliver high quality community outcomes.

11. ALTERNATIVE PROPOSALS

Alternative or unsolicited proposals are unique or innovative proposals initiated by suppliers which may not otherwise be part of an existing procurement process.

We want to encourage innovation and will treat all unsolicited proposals in a way that respects the intellectual property rights of the proponent and while fairly evaluating the benefits to Selwyn District Council.

For an unsolicited proposal to be considered by us it must:

- Provide a solution to a need that is not otherwise available in the market;
- Be truly innovative and unique;
- Demonstrate that the Council will receive the best possible value;
- Align with the Council's vision, strategic priorities, and community outcomes; and
- Align with the Council's long-term plan and annual plan.

Council staff should consult with other areas of Council as to who could benefit.

12. HEALTH & SAFETY

To ensure all responsible business practices are carried out and to meet legislative requirements under the Health and Safety at Work Act 2015, the health and safety implications of any proposed procurement must be assessed throughout the procurement and contracting lifecycle, including:

- Ensuring that the importance of workplace safety is considered in procurement and, where appropriate included in selection criteria and/or decisions; and
- Identifying hazards and risks associated with any new services or work processes being introduced into the workplace.

13. SUPPLIER CODE OF CONDUCT

Selwyn District Council is committed to sustainable and inclusive regional procurement that delivers optimal outcomes for our community. This Supplier Code of Conduct outlines the expectations we have of our suppliers.

Ethical behaviour

We require our suppliers to:

- manage their activities and affairs, and conduct themselves with integrity in accordance with applicable laws, regulations, and ethical standards;
- not engage in any form of corruption; and
- be transparent about their ethical policies and practices.

Labour and human rights

We require our suppliers to:

- adhere to international human rights standards in their workplace and monitor and address these standards within their supply chain; and
- comply with New Zealand employment standards and maintain a workplace that is free from unlawful discrimination.

Health, safety, and security

We require suppliers to:

- comply with workplace health and safety laws and regulations and maintain healthy and safe work environments;
- comply with any security requirements notified to them by Central Government; and
- adequately protect any information, assets, tools, and materials provided by Selwyn Council and return these promptly when requested.

Environmental sustainability

We require suppliers to establish environmentally responsible business practices and to proactively and continuously improve their environmental performance.

We require suppliers to:

- conduct their business in accordance with applicable laws, regulations and standards regarding the mitigation of impacts on, and protection of, the environment; and
- work to improve their environmental sustainability and reduce their environmental impacts.

Corporate social responsibility

We require our suppliers to be good corporate citizens and contribute positively to our community. Some positive things suppliers could do are to:

- pay their subcontractors promptly;
- encourage paying living wage; and
- consider including local, Māori, and Pasifika businesses to deliver the contract.

14. PROCUREMENT PORTAL & STANDARDS

[Link to our internal procurement site](#) containing standards, forms and templates.

The procurement standards will set out:

- the direction for the operation of procurement within Council;
- how the procurement lifecycle will be managed, including the requirements of each type of procurement type, and the available procurement methods
- how to assist staff to balance the various aims of this policy, including how they consider and measure our public value pillars with our wider social objectives; and
- procurement reporting and audit requirements.

Approver	Council
Owner	Executive Director Strategy and Engagement
Contact	Procurement Practice Lead
Date adopted/approved	December 2024
Review date	December 2027

APPENDIX A – PUBLIC VALUE PILLARS

A.1 TAIAO ENVIRONMENTAL

Waikirikiri Selwyn's whenua land, wai water, and kanorau koiora biodiversity are protected and enhanced. Our towns are cleaner and greener, and we address climate change.

We will contribute to a low emissions economy targeting Carbon Zero and promote greater environmental responsibility: Kaitiakitanga, through continual improvement that enables all people now and, in the future, to have quality of life, in ways that protect and enhance the earth's life supporting systems.

This may include:

- Following the principles of Kaitiakitanga
- Avoiding impact, and improving all environmental outcomes
- Suppliers demonstrating Carbon Emission reduction policies and initiatives to reduce Carbon Emissions by 30% by 2030 and to be Carbon Zero by 2050.
- Responsible water management and water efficiency
- Protect or replace any natural flora/landscapes that are impacted by our works
- Incorporating wildlife crossings (tunnels/bridges/humane deterrents) into our urbanization and roadbuilding activities
- Use of renewable and efficient energy sources
- Improving EV-charging infrastructure
- Accelerate the shift to low emissions buildings
- Reduce reliance on cars and support people to walk, cycle and use public transport
- Ensure buildings are designed, and retrofitted, to use less energy for heating and cooling efficiencies
- Minimising waste; reducing, repurposing, and recycling (circularity).

Benefits:

- Protecting human, wildlife, and environmental health
- Avoid negatively impacting on our water, air, and land, and improve environmental outcomes
- Conservation of our resources.

Related Links:

- [Canterbury Regional Policy Statement | Environment Canterbury \(ecan.govt.nz\)](#)
- [Climate Change Response \(Zero Carbon\) Amendment Act 2019 No 61, Public Act Contents – New Zealand Legislation](#)
- [Home - Canterbury Mayoral Forum \(canterburymayors.org.nz\)](#)

A.2 AHUREA CULTURAL

Waikirikiri Selwyn is a collection of connected multicultural and diverse communities. We have mana upholding partnerships which allows our takata people to thrive, and everyone has a place to call home.

Engaging with Māori, Pasifika, and other ethnic groups will actively contribute to the diversity of our local Selwyn and wider Canterbury economy. Openly working to include and support these businesses and enterprises to provide opportunities, promote skill development and create a diverse and inclusive workforce.

This may include:

- Partnering with iwi and hapū organisations, Māori and Pasifika businesses and other ethnic groups, or
- Commit to lifting Māori and Pasifika economic and social well-being and recognising Māori and Pasifika cultural values and perspectives in our activities
- Encourage the engagement of Māori and Pasifika in the design, identity and/or delivery of our projects, goods/services/works
- Respecting the heritage of our land.

Benefits:

- Providing employment opportunities and career pathways for Māori, Pasifika, and other ethnic groups
- Supporting a culturally inclusive and diverse district environment
- Promoting a greater understanding of Māori and Pasifika values

Related Links:

- [Te Ao Māori | Ministry for the Environment](#)
- [Canterbury Regional Policy Statement | Environment Canterbury \(ecan.govt.nz\)](#)
- [Home - Canterbury Mayoral Forum \(canterburymayors.org.nz\)](#)

A.3 OHAOHA ECONOMIC

Waikirikiri Selwyn is a prosperous diverse economy that employs and empowers our takata people and invests in our towns and communities.

We will contribute to having efficient and cost-effective local Selwyn and wider Canterbury suppliers where practical and support a dynamic and innovative economy for Selwyn. We will encourage a viable and competitive supplier market that is able to provide goods services/works now and in the future, ensuring the optimisation of 'public value' for ratepayers and customers.

This may include:

- Greater collaboration across likeminded groups to find common solutions and opportunities
- A culture of innovation - encourage and be receptive to new ideas and ways of doing things
- Supporting and encouraging suppliers to pay living wage
- Collaborate with other districts or councils on joint procurement activities if economically practical
- Utilise All of Government Contracts where possible and in line with our desired outcomes
- Supporting local supply chain and priority groups where appropriate.

Benefits:

- Developing regional economic growth through the sourcing of goods/services/works through local Selwyn and wider Canterbury suppliers where practicable
- Gaining the best public value - make balanced decisions, encourage and be receptive to new ideas
- Working together with suppliers to make ongoing savings and improvements.
- Creating a prosperous, diverse, and sustainable economy.

Related Links:

- [Living Wage Movement Aotearoa New Zealand](#)
- [Contracts | New Zealand Government Procurement](#)
- [Find Businesses by Category- Selwyn Connect...](#)

A.4 PĀPORI SOCIAL

Waikirikiri Selwyn is a resilient district and a great place to live, work, and play; where our takata people support each other, enjoy spending time together and feel a sense of honoka connection.

We have a commitment to promoting diversity, acceptance, fairness, compassion, inclusiveness, and access for people of all abilities. Our activities ensure our suppliers operate with integrity, transparency, accountability and comply with all NZ employment standards and health and safety requirements.

This may include:

- Engaging social enterprises (charities, not for private profit organisations and social purpose enterprises) to provide goods/services/works.
- Creating equal opportunities through employment of disadvantaged sectors
- Openly work to create opportunities for local benefit e.g. internships
- Actively contributing to international efforts towards the elimination of modern slavery, including forced labour, child labour, people smuggling and trafficking in our suppliers' supply chains (Modern slavery)
- Respect international standards relating to human and labour rights.

Benefits:

- Promoting quality of life, health, and wellbeing
- Building stronger and more resilient communities (social equity)
- Meeting the needs of future generations.

Related Links:

- [Health and Safety at Work Act 2015 No 70 \(as at 28 October 2021\), Public Act Contents – New Zealand Legislation](#)
- [Employment Relations Act 2000 No 24 \(as at 26 November 2021\), Public Act Contents – New Zealand Legislation](#)
- [Land Transport Act 1998 No 110 \(as at 23 February 2022\), Public Act Contents – New Zealand Legislation](#)

A.5 MATATIKA ETHICAL

Working together ethically and acting and behaving with integrity and trust is central to our values. We encourage honesty, transparency, and ethical behaviour always, building fair and productive relationships towards suppliers and communities alike.

This may include:

- Probity - be accountable, transparent, and reasonable – act with integrity
- Managing Conflict of Interest on a project-by-project basis
- Make sure everyone involved in the process acts responsibly and lawfully
- Stay impartial, identify, and manage conflicts of interest
- Protect suppliers' commercially sensitive information and intellectual property
- Get the best deal for everyone – best Public Value
- Encourage and be receptive to new ideas and ways of doing things
- Have clear performance measures, monitor, and manage
- Ensuring suppliers are compliant with our Supplier Code of Conduct (Section 13)

Benefits:

- Equity for all suppliers and communities
- Being open to feedback about our processes and services – getting the best public value
- Meeting legal obligations – playing by the rules and acting responsibly, lawfully and with integrity.

Related Links:

- [Selwyn District Council Conflict of Interest Policy](#)
- [Official Information Act 1982 No 156 \(as at 12 April 2022\), Public Act Contents – New Zealand Legislation](#)
- [Local Government Official Information and Meetings Act 1987 No 174 \(as at 12 April 2022\), Public Act Contents - New Zealand Legislation](#)
- [Fair Trading Act 1986 No 121 \(as at 05 May 2022\), Public Act 1A Purpose – New Zealand Legislation](#)
- [Contract procedures manual \(SM021\) | Waka Kotahi NZ Transport Agency \(nzta.govt.nz\)](#)
- [Procurement - Office of the Auditor-General New Zealand \(oag.parliament.nz\)](#)

A.6 QUALITY

The procurement policy defines quality as the principle that is designed to ensure the procurement process results in the selection of a supplier that has the required capability to supply the goods/services/works to the appropriate standard. Quality should be considered as part of the procurement planning process and involves decisions that impact throughout the procurement process and over the life of the contract. It is critical that quality is considered since the impacts can be high and can carry through the entire project or contract life cycle.

This may include:

- Current commitments and availability to deliver on time
- Capability and capacity (of the supplier to deliver)
- Technical experience, achievement, and willingness to innovate
- Appropriate qualifications, accreditations, and track record
- Cultural competency

- Quality of Health, Safety & Wellbeing policies, and practice
- Ensuring our Due Diligence checklist is used
- For Digital procurements ensuring Cyber Security standards, technical support and alignment to our organisational architecture are in place
- Growth mindset, co-operation, collaboration, and values alignment.

A.7 PRICE / Total Cost of Ownership (TCO)

Total Cost of Ownership (TCO) is an estimate of the total costs of goods/services/works over the whole of their life. It's the combination of the purchase price plus all other costs you will incur, less any income you receive. The procurement principles encourage us to make balanced procurement decisions. This includes getting

the best value for money. It means accounting for all costs and benefits over the lifetime of the goods/services/works. The principle of value for money does not mean selecting the lowest price, but rather the best possible outcome for the total cost of the goods/services/works.

This may include:

- Evaluate the full impact of the services including costs over the lifetime of the purchase
- Ongoing consumables including fuel and energy costs
- Delivery, installation, and maintenance
- Decommissioning and disposal costs
- Total cost of goods/services/works
- Fixed or variable pricing
- The evaluation panel must determine the best provider or supplier based in the information provided in the responses. The panel may decide to separately analyse the price of all qualifying responses, to determine validity of pricing
- Be alert to any signs of bid-rigging or collusion amongst suppliers.

Related Links:

- [Total Cost of Ownership - An introduction to whole-of-life costing \(procurement.govt.nz\)](https://procurement.govt.nz/whole-of-life-costing)

APPENDIX B - RELATED INTERNAL & EXTERNAL POLICIES/REFERENCES

B.1 INTERNAL RESOURCES/POLICIES

[Procurement Standards](#)
[Contracts Register](#)
[Long term plan](#)
[Annual plan](#)
[Delegations Register](#)
[Significance and Engagement Policy](#)
[Future Selwyn](#)
[Digital Usage Policy](#)
[Sustainability](#)
[Conflicts of Interest Policy](#)
[Gifts and Hospitality Policy](#)
[Fraud Policy](#)
[Risk Policy](#)
[Health, Safety, and Wellbeing](#)
[Sensitive Expenditure Policy](#)
[Information Management Policy](#)
[Protected Disclosures Policy](#)

B.2 EXTERNAL RESOURCES

[Government Procurement Rules](#)
[New Zealand Transport Agency Procurement Manual](#)
[Procurement Guidance for Public Entities, Office of the Auditor General.](#)

B.3 ACTS/REGULATIONS

[Commerce Act 1986](#)
[Construction Contracts Act 2002](#)
[Contract and Commercial Law Act 2017](#)
[Fair Trading Act 1986](#)
[Health and Safety at Work Act 2015](#)
[Local Government Act 2002](#)
[Local Government Official Information and Meetings Act 1987](#)
[Ngāi Tahu Claims Settlement Act 1998 No 97](#)
[Privacy Act 2020](#)
[Public Records Act 2005](#)
[Treaty of Waitangi Act 1975.](#)