Council Report
Te Rīpoata Kaunihera ā-rohe

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QUEENSTOWN LAKES DISTRICT COUNCIL

Smart Finance Committee

17 March 2026

Report for Agenda Item | Rīpoata moto e Rāraki take [3]

Department: **Assurance, Finance & Risk**

Title | Taitara: Annual Procurement Plan

Purpose of the Report | Te Take mō te Pūroko

The purpose of this report is to provide the Smart Finance Committee with the forward-facing Annual Procurement Plan for financial year ending 30 June 2026.

The forward-facing Annual Procurement Plan for FY26/27 will be submitted to the Committee on 18 June 2026.

Recommendation | Kā Tūtohuka

That the Smart Finance Committee:

1. **Note** the contents of this report.

Prepared by:

Name: Pamela Parker
Title: Procurement Manager

17 February 2026

Reviewed and Authorised by:

Name: Katherine Harbrow
Title: General Manager Assurance Finance Risk
24 February 2026

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Context | Horopaki

1. The Procurement Team has been developing a forward-facing Annual Procurement Plan (refer to Attachment A) to provide potential suppliers with information regarding upcoming procurements, thereby allowing them a view on the upcoming pipelines of work.

2. The base of this plan was the Long Term Plan, supplemented with OPEX procurements and FY25/26 timeframes requested from Directorates. The initial plan shows only financial year quarters, however future plans are intended to show:

   - Timeframes by month;

   - Whether the process will be ring-fenced to supplier panels or run as an open-market procurement; and

   - Additional procurements based on category analysis (e.g., consolidation of similar procurements currently <$10k individually).

3. This plan will be made available on the Queenstown Lakes District Council's (QLDC) website and along with the existing reporting on contracts awarded through Government Electronic Tenders Service (GETS), will provide a snapshot of planned procurements and contracts awarded for each financial year.

4. Information gathering for FY26/27 has begun with the intent that the FY26/27 Plan will be made available via the QLDC website by 1 July 2026.

5. The format of the FY25/26 Plan is as below.

[DIRECTORATE]	Q1	Q2	Q3	Q4
[Category] – [project name]				
[Category] – [project name]				
[Category] – [project name]				

6. The format of the FY26/27 Plan is as below.

[DIRECTORATE]	Supplier Panel vs External	Jan	Feb	Mar	Apr	May	Jun
[Category] – [project name]	Panel/Open mkt]						
[Category] – [project name]							
[Category] – [project name]							

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Related Information that is useful for suppliers

7. Forward-facing Procurement Plan: still to be published on QLDC website.

    - Awarded Contracts: <u>QLDC Awarded Contracts and Spend</u>

    - Annual Plan: <u>QLDC Annual Plans</u>

    - Long Term Plan: <u>QLDC - Long Term Plan (LTP)</u>

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

8. This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because the report is for information only.

9. The persons who are affected by or interested in this matter are Council Staff and the members of the committee.

10. The Council has not consulted on the Procurement Plan aspart of the Long Term Plan.

Māori Consultation | Iwi Rūnaka

11. The Council has not specifically consulted iwi on the matters contained in this report.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

12. This matter relates to the Regulatory/Legal/Compliance risk category. It is associated with RISK10028 Ineffective procurement within the QLDC Risk Register. This risk has been assessed as having a high residual risk rating.

Financial Implications | Kā Riteka ā-Pūtea

13. There any no operational and capital expenditure requirements or other budget or cost implications resulting from this report.

Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

14. The following Council policies, strategies and bylaws were considered:

    - Procurement Policy

15. This matter is not included in the Long Term Plan/Annual Plan.

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Attachments | Kā Tāpirihaka

A	Annual Procurement Plan 2025-26