Procurement Policy | He Kaupapa Here Whiwhinga

QUEENSTOWN LAKES DISTRICT COUNCIL

CONTENTS

1 PURPOSE

This Procurement Policy ("Policy") establishes Queenstown Lakes District Council's principles, governance, and minimum requirements for undertaking procurement activity. It supports lawful, ethical, transparent, consistent and value-focused procurement decisions that align with the Council's strategic priorities and statutory obligations.

The Policy applies to all QLDC staff, and consultants, contractors and volunteers performing procurement activities on behalf of QLDC.

The application of the Policy and operation of specific procurement activity is considered in the Procurement Guide ("Guide").

2 POLICY CONTEXT

Queenstown Lakes District Council (QLDC) spends a significant sum on a wide range of works, goods and services that enable the delivery of community infrastructure, facilities and services for our communities.

QLDC has a purpose to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. This includes meeting local public services needs and the provision of good quality local infrastructure for current and future communities. Much of this need is met in whole or part by supplier organisations that have the capability and capacity that QLDC does not. Therefore, suppliers are essential to how we operate and how we deliver our services.

Recognising that QLDC is reliant on suppliers to assist us in the delivery of community outcomes, we often compete for suppliers who can offer the greatest Public Value. This means that we need to make working with QLDC as simple as possible for suppliers across all their interactions with us, and throughout the Procurement Lifecycle.

For the purposes of this Procurement Policy, 'local' is defined as being within the boundaries of the Queenstown Lakes District. Where any amalgamation with any other territorial authority occurs, 'local' will be defined by the boundaries of the area covered by that amalgamation.

3 DEFINITION OF PROCUREMENT

Procurement covers all aspects of the business processes associated with purchasing the works, goods and services QLDC uses to run its operations and deliver on its objectives (as provided in the various documents listed in section 18.1 – Internal Alignment) and includes:

- identifying needs
- planning sourcing approaches
- sourcing works, goods, and services
- contract management
- contract expiry and disposal or repurposing of asset at end of its useful life

4 SCOPE AND APPLICATION

The Policy is binding on all QLDC officers and employees, contractors, consultants, seconded staff and volunteers.

The Policy is owned by Council's Chief Executive and General Manager, Assurance Finance and Risk.

The Policy is mandatory for all Council procurement. The Policy has the capability to incorporate any future Councillor directives and priorities.

Where willful non-compliance with the Procurement Policy occurs, disciplinary investigation may be undertaken.

The following are considered to be out of the scope of the Policy:

- Acquisition of unique items of interest, such as art
- Employment (excluding the engagement of contractors and consultants)
- Grants and sponsorship
- Koha, gifts and donations
- Land sale and acquisition
- Leasing of QLDC owned property and the leasing of property to QLDC
- Procurement undertaken by Council Controlled Organisations that is not on behalf of QLDC
- Payments to government departments and regulatory bodies, including IRD and ACC
- Statutory payments and/or appointments
- Treasury and financial instruments, investments, loans and guarantees

5 PROCUREMENT OBJECTIVES

The goals of procurement at QLDC are set out below.

5.1 OPTIMISE PUBLIC VALUE

Get the best possible outcomes over the whole of life of the asset, services or works, by striking the right balance of good outcomes, good quality, good price and good management.

All planned procurements should in the first instance be considered as potential whole-of-council sourcing opportunities to leverage QLDC's maximum expenditure for cost reduction, value optimisation and avoid the internal costs associated with having multiple contracts for similar goods, services and works.

Selecting the most appropriate procurement process that is proportionate to the value, risk and complexity of the procurement will help achieve public value.

Procurement should be undertaken with the long-term effects and requirements in mind to ensure the best long-term value taking into account:

- The total costs and benefits of a procurement (whole of life costs); and
- Its contribution to the results you are trying to achieve.

5.2 SUPPORTING THE DELIVERY OF QLDC OBJECTIVES THROUGH EFFICIENT AND EFFECTIVE PROCUREMENT

Make conscious decisions to use procurements to assist the delivery of QLDC objectives.

Ensure procurements are fit for purpose and proportional to the value and risk of the projects.

Ensure that where appropriate, procurement activity has regard for the QLDC Procurement Principles (Appendix 1) and the Procurement Charter (Appendix 2) and the New Zealand Government Procurement Rules, Edition 5, 2025.

Where this Policy applies alongside mandatory external funding or statutory procurement requirements, those mandatory external requirements must be met. Where there is no mandatory external requirement, this Policy prevails over other related QLDC documents.

5.3 ECONOMIC BENEFIT TO QUEENSTOWN LAKES DISTRICT

QLDC will consider, and incorporate where appropriate, the economic benefit to the Queenstown Lakes District when procuring goods, services or works.

Economic benefit requires that we consider not only the whole-of-life cost of the procurement, but also the costs and benefits to the Queenstown Lakes District and thereby also to society and the environment.

Economic benefit to the Queenstown Lakes District means having efficient and cost-effective local suppliers supports a dynamic and innovative economy for the Queenstown Lakes District. Where appropriate, Queenstown Lakes District will foster and encourage a viable, capable and competitive local supply market that is able to provide works, goods and services now and into the future.

Where local economic benefit is considered, it must be balanced against whole-of-life cost, public value, fairness to suppliers, and cost to ratepayers. Cost to ratepayers remains the key consideration.

5.4 HEALTH AND SAFETY

To ensure responsible business practice and meet legislative requirements under the Health and Safety at Work Act 2015 the health and safety implications of any proposed procurement will be assessed before, during, and after the procurement. Consideration will be given to:

- Ensuring that the importance of workplace safety is considered in procurement and, where appropriate contemplated in selection criteria and/or decisions; and
- During procurement, identifying hazards and risks associated with any new or modified equipment, plant, material, substances, services or work processes being introduced into the workplace; and
- Collaborating across the supply chain to ensure health and safety risks are eliminated so far as is reasonably practicable. Where the risk cannot be eliminated, then these are minimised so far as is reasonably practicable.

5.5 SUSTAINABLE PROCUREMENT

QLDC will integrate sustainability into procurement planning, sourcing, evaluation and contract management where relevant and proportionate to the value, risk, complexity and potential impacts of the procurement. This approach will be guided by the principles of ISO 20400:2017 Sustainable procurement - Guidance. Sustainable procurement seeks the best public value over the whole of life and considers environmental, social, cultural and economic impacts.

Relevant procurements should consider:

- whether demand can be avoided, reduced, shared or met through reuse, repair, refurbishment or other lower-impact options;
- whole-of-life greenhouse gas emissions, energy and resource use, waste minimisation and circularity, pollution, biodiversity and other material environmental impacts;
- opportunities for positive social and cultural outcomes, including fair employment practices, inclusive participation and local economic benefit;
- supplier sustainability capability, performance and credible commitments; and
- measurable sustainability requirements, evaluation criteria, contract commitments, KPIs and reporting where material.
- biosecurity requirements on suppliers regarding importing goods that may harbour significantly damaging pests.

6 PROCUREMENT PRINCIPLES AND CHARTER

6.1 PRINCIPLES

QLDC Procurement Principles:

1. Plan and manage for great results
2. Be fair to all suppliers

3. Get the right suppliers
4. Get the best public value
5. Play by the rules

Further detail is attached at Appendix 1.

6.2 CHARTER

QLDC Procurement Charter:

1. Seek opportunities to include New Zealand Businesses
2. Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility
3. Look for new and innovative solutions
4. Engage with businesses with good employment practices
5. Promote inclusive economic development within New Zealand
6. Manage risk appropriately
7. Encourage collaboration for collective impact

Further detail is attached at Appendix 2.

7 ROLES AND RESPONSIBILITIES

Role	Definition	Responsibilities
Full Council	Full Council of Elected Members	Maintains overall oversight of the status of this policy Approve major amendments to this policy. Approve Procurement Plans as submitted. Receive reports from Procurement Manager.
Smart Finance Committee	Sub-committee of the full Council with delegated authority for procurement matters	Approve Procurement Plans as submitted. Receive reports from Procurement Manager. Receive forward-facing Procurement Plan.
Executive Leadership Team	Senior Leadership oversight	Ensure compliance, champion procurement capability. Act in accordance with the Procurement Policy.
Procurement Team	Team within QLDC responsible for oversight of procurement processes	Designing, developing and leading tailored processes for values greater than $100,000 where Procurement Team resourcing allows Providing advice for processes for values <$100,000. Act in accordance with the Procurement Policy. Develop QLDC's procurement knowledge, systems, processes and resources to support efficient and effective procurement that aligns with industry best practice. Lead contract negotiations with value for the ratepayer at the forefront of considerations. Ensure probity is appropriately applied for each procurement. First escalation point for contract concerns or non-performance matters.

All Staff, Contractors and Consultants	Any council staff member	Remain up-to-date with the Council Procurement Policy and Guidelines Provide accurate and timely information required by the Procurement Team to develop tailored procurement approaches. Request Procurement Team endorsement of all procurements with a value greater than $100,000. Negotiate contracts to extract the best possible value for the ratepayer. Act in accordance with the Procurement Policy.
Delegated Financial Authorities (DFA)	People with the required delegation for approval of procurement plan and expenditure.	Review and approve/decline Procurement Forms. Execute contracts, variations and renewals. Ensure a Contract Manager or Project Manager is assigned to each contract. Act in accordance with the Procurement Policy.
Contract Manager	Individual with responsibility for ensuring that the rights and obligations under contracts are met.	Input to procurement processes. Responsible for provision of scope/requirements documentation. Subject Matter Expert. Responsible for the management of contracts including records on the Contract Register. Ensure the contract is loaded and maintained on the Enterprise Contract Register and any Contract Management System. Manage and monitor contract delivery, performance and costs. Identify and manage risks and areas for improvement. Develop and maintain robust relationships with suppliers, conduct reviews, resolve problems and record overall performance. Provide all relevant information regarding contract variations and renewals to the Delegated Financial Authority. Act with value for the ratepayer at the forefront of all considerations. Act in accordance with the Procurement Policy.
Internal Audit		Undertake audits as required.
Contractors and Consultants	Any person or company acting in the capacity of a contractor or consultant to QLDC.	Remain up-to-date with the Council Procurement Policy and Procurement Guidelines Provide accurate and timely information required by the Procurement Team to develop tailored procurement approaches. Act in accordance with the Procurement Policy.

If a role in the Procurement Policy is unavailable, then the accountabilities and responsibilities are delegated up to the manager of that role, or to any other role approved by the Chief Executive.

8 THE PROCUREMENT LIFECYCLE

To achieve the procurement outcomes sought, QLDC has adopted the NZ Government Procurement Lifecycle model ("Lifecycle"). The Lifecycle is considered best practice and has three key phases with eight distinct but interrelated stages.

The key phases are: Plan, Source, and Manage:

> Plan - understanding what is needed and the supply options

> Source - balancing Price and non-price attributes to find the supplier best equipped to provide that need

> Manage - Receive the service or product, or have the works completed, and manage any related supply agreement

For each procurement the process followed will be proportionate to the value, risk and complexity of that procurement.

9 FINANCIAL THRESHOLDS FOR PROCUREMENT PLANNING & PROCUREMENT METHODS

QLDC procurement starts with the consideration of financial thresholds. To determine the financial threshold, the whole of life cost must first be considered.

Contracts may not be split into component parts and procured using a lesser financial threshold.

Once the whole of life cost has been determined the type of procurement planning is considered. The sourcing method is an output of procurement planning.

The following table summarises this process:

Estimated Whole of Life Spend	Procurement Plan Required	Procurement Plan Endorsed (E) / Approved (A)	Sourcing Methods Available	Recommendation Report Approval by DFA	Contract Required
Less than $10,000	No	N/A	1. All.	No	PO terms and conditions or contract
From $10,000 to less than $100,000	Yes	Delegated Financial Authority (A)	1. Three quotes**; or 2. RFQ/RFP/RFT (selected or open-market to a minimum of three potential respondents); or 3. Approved Secondary Procurement Process to an existing Supplier Panel or AoG Supplier Panel; or 4. Direct appointment where substantial work has already been undertaken by supplier and changing suppliers would involve rework or other costs.	Yes – where more than one quote sought.	Yes
$100,000 to less than $250,000	Yes	Procurement Team (E) Delegated Financial Authority (A)	1. RFQ to a minimum of three potential suppliers; or 2. RFP/RFT (selected or open-market to a minimum of three potential respondents); or 3. Approved Secondary Procurement Process to an existing Supplier Panel or AoG Supplier Panel using appropriate templates; or 4. Direct appointment where substantial work has already been undertaken by supplier and changing suppliers would involve rework or other costs.	Yes	Yes
$250,000 and greater	Yes	Procurement Team (E) Delegated Financial Authority (A)	1. Open market RFP/RFT; or 2. As per approved Procurement Plan.	Yes	Yes

** Quotes obtained may be written or verbal, but accurate records must be kept including rationale for supplier selection.

The selection of sourcing method must be justified in the Procurement Plan and approved under Delegated Authority, having regard to value, risk, market maturity, complexity and sufficiently testing the market

Procurement Plans are approved under Delegated Authority. Procurement Team endorsement confirms procurement process compliance. Procurement Team endorsement is required before a Procurement Plan can be approved by the Delegated Authority.

General description of sourcing methods:

- Direct appointment;
- Verbal or written quotes;
- Closed competitive process (at least two invited suppliers);
- Open competitive process (opportunity advertised to whole market);
- QLDC supplier panels; and
- All of Government supplier panels.

Where procurements are partially or fully funded by the National Land Transport Fund, sourcing methods must be in accordance with the NZTA procurement manual and New Zealand Government Procurement Rules.

10 PROCUREMENT APPROVALS UNDER DELEGATED AUTHORITY

Approvals for procurement activity are governed by the limits provided in the following sections of the Delegations Register:

- Delegations from Council to the Chief Executive; and
- Sub-Delegations Financial.

This means that the maximum value of any “approval” for procurement activity, such as Procurement Plans, and Procurement Recommendation Reports is limited to the level of a staff members delegated authority.

When a contract variation or extension will cause the contract to cross a Whole of Life threshold, Contract Managers must consult with the Delegated Financial Authority holder of the relevant value for the new Whole of Life value.

Where a panel of suppliers is being sought, the total value of the contract is set at the aggregated amount across all potential suppliers.

Any engagement of suppliers for procurement (including the use of external project managers) requires the approval of the Procurement Team.

11 SECONDARY PROCUREMENT PROCESSES

Secondary Procurement Processes for supplier shall be approved as a part of Procurement Plans at the relevant level of delegated authority.

12 CONTRACT DEVELOPMENT AND MANAGEMENT

Contract management is an integral part of Procurement. The below shows how contract development and management fits within the Procurement Cycle.

Contract Stage	Action	Procurement Cycle
Pre-award	Develop sourcing strategy and/or plan	1. Initiate Procurement 2. Identify needs/analyse market 3. Specify requirements 4. Plan approach to market & evaluation
	Evaluate market responses	5. Approach market & select suppllier
Award	Form contract	5. Negotiate/award contract
Post-award	Perform contract	6. Manage contract
	Close contract	7. Manage contract 8. Formal end of contract review

The form of contract is selected as a part of the Procurement Plan.

Contract negotiation objectives must include:

> Optimisation of public value;

> Economic benefit to the Queenstown Lakes District;

> Health and Safety; and

> Sustainability

The relevant Delegated Financial authority must nominate a person to be responsible for managing the operational delivery of each contract. This person will be known as the Contract Manager.

All contracts must be recorded in the Enterprise Contract Register.

Contract Life Cycle Guiding Principles apply throughout all phases of the Contract Life Cycle. They set out a framework of overarching behaviours for conducting contract management.

Guiding Principle	Definition
Knowledge and skills	Holding knowledge relevant to contract management practices, the market in which the suppliers operate, local government and legal requirements. Applying knowledge effectively and readily to the management of the contract.
Commercial acumen	Working as a part of purchasing team with the supplier team
Business ethics	Principles that guide decision-making with respect ot what is right for the QLDC and its ratepayers. Provide a Council-wide way of addressing business situations.
Compliance	Compliance with relevant legislation, regulations, contract terms, policies and business ethics.
Team dynamics	Work with relevant QLDC departments and the supplier to satisfy the business need.
Communication	Communicate effectively with all parties to maximise the contract value.
Documentation	Compile clear and accurate documentation. Ensure correct storage of documentation is kept in appropriate locations on systems including links to relevant documentation from the Enterprise Contract Register. Ensuring dates and values are recorded correctly in required systems.

13 EMERGENCY PROCUREMENT

QLDC will sometimes need to procure goods, services or works quickly to respond to an emergency. An emergency is when there are genuine unforeseen circumstances, examples include earthquakes, landslips, weather events, flooding, pandemic, terrorist or cyber attack.

Urgent situations that are created through a lack of planning or risk mitigation do not constitute an emergency.

In an emergency, QLDC may depart from the Policy and Guide to provide emergency assistance or relief, including to alleviate any immediate threats to health, safety, security, the environment, or the maintenance of essential servicesWhen making procurement decisions in an emergency QLDC must act lawfully and with integrity, and within delegated authority. The decisions made in any departure from the Policy or Guide must be documented during, or soon after, the event. QLDC will weigh-up the need to act quickly along with its overarching obligations.

All emergency procurements must be reported to the Procurement Manager as soon as practicable following the event.

14 UNSOLICITED UNIQUEPROPOSALS

Should QLDC receive an unsolicited unique proposal, it will be considered only if it:

> Is unique;

> provides value or significant benefit to the Queenstown Lakes District ratepayers, ie: they address needs, or they offer more effective technical or service delivery improvement opportunities;

> is not an advance proposal for a requirement that has already been identified for release to the market;

> is not readily obtainable in the marketplace;

> has been developed independently, without QLDC assistance; or

> does not propose modification or extension to an existing contract

15 MONITORING AND REPORTING

Managers within Directorates, exercising their delegated financial authorities to approve Procurement Plans, are responsible for monitoring compliance with the Procurement Policy.

The Procurement Team is responsible for reporting of QLDC-wide procurement activities and providing relevant reporting to the Smart Finance Committee, including where there have been breaches to this Policy.

16 PROCUREMENT GUIDE

QLDC's Procurement Guide will provide guidance on :

> the direction for the operation of procurement within QLDC

> how the Procurement Lifecycle will be managed in an ideal situation, including guidance on each type of Procurement Planning, and the available Procurement Methods.

> procurement reporting and compliance requirements.

Notwithstanding the above, the Procurement Guide provides for many situations but not all. Each step, becomes nuanced when applied to individual procurements and there will be occasions when deviation from the Guide is required to fit specific circumstances. Where this occurs, robust and transparent practices must be used with full justification for the deviation recorded and approved by the relevant Delegated Financial Authority.

17 QLDC COMMERCIAL VALUES AND BEHAVIOURS

We will act with integrity and transparency, ensure our commercial decision making and processes are ethically sound by:

> Maintaining the trust of our business by ratepayers, by providing efficient, high-quality, and outcomes focused advice and guidance

> Guaranteeing that all procurement processes are ethical, equitable, fair, and transparent

> Ensuring risks (including insurance), costs, relationships and the health of our local economy has been considered in our processes

> Pursue supply chain efficiency and cost-savings where it enables effective commercial outcomes to be achieved

> Work to ensure that modern slavery and worker exploitation is not a part of our supply chain

> Ensure that value for the ratepayer is at the forefront of all transactions

18 SUPPLIER CODE OF CONDUCT

Having ethical suppliers supports a dynamic and innovative economy for the Queenstown Lakes and surrounding districts, and assists the delivery of community outcomes.

QLDC adopts the Government's Supplier Code of Conduct (Appendix 3) New Zealand Government Supplier Code of Conduct. The Supplier Code of Conduct sets out the expectations that the Government / QLDC has of its suppliers.

19 ALIGNMENT

19.1 INTERNAL ALIGNMENT

> Procurement Guide

> Ten Year Plan

> Register of Delegations

> Vision Beyond 2050

> Climate Action Plan

> Waste Minimisation and Management Plan

> Conflicts of Interest Policy

> Gifts and Hospitality Policy

> Fraud and Corruption Policy

> Risk Management Policy

> Health, Safety, and Wellbeing Policy

> Sensitive Expenditure Policy / Purchasing Card Policy

> Information and Records Management Policy

> Protected Disclosures Policy

> NZTA Procurement Strategy

19.2 EXTERNAL ALIGNMENT

Procurement Guidance:

> Procurement Guidance for Public Entities, Office of the Auditor General
> New Zealand Government Procurement Rules
> New Zealand Transport Agency Procurement Manual.

Legislation:

> Local Government Act 2002
> Local Government Official Information and Meetings Act 1987
> Contract and Commercial Law Act 2017
> Health and Safety at Work Act 2015
> Public Records Act 2005
> Construction Contracts Act 2013
> Commerce Act 1986
> Fair Trading Act 1986
> Modern Slavery leglislaton – when enacted
> Biosecurity Act 1993

APPENDIX 1 – QLDC PROCUREMENT PRINCIPLES

1.	**PLAN AND MANAGE FOR GREAT RESULTS**
	> Identify what you need, including what broader outcomes should be achieved, and then plan how to get it. > Set up a team with the right mix of skills and experience. > Involve suppliers early – let them know what you want and keep talking. > Take the time to understand the market and your effect on it. Be open to new ideas and solutions. > Choose the right process – proportional to the size, complexity and any risks involved. > Encourage e-business (for example, procurement activity uses the Government Electronic Tender Service).
2.	**BE FAIR TO ALL SUPPLIERS**
	> Create competition and encourage capable suppliers to respond. > Treat all suppliers equally – we don't discriminate. > Make it easy for all suppliers (small and large) to do business with QLDC. > Be open to subcontracting opportunities in big projects. > Clearly explain how you will assess proposals – so suppliers know what to focus on. > Talk to unsuccessful suppliers so they can learn and know how to improve next time.
3.	**GET THE RIGHT SUPPLIERS**
	> Be clear about what you need, and fair in how you assess suppliers – don't string suppliers along. > Choose the right supplier who can deliver what you need, at a fair price and on time. > Choose suppliers that comply with QLDC's Supplier Code of Conduct. > Build demanding, but fair and productive, relationships with suppliers. > Make it worthwhile for suppliers – encourage and reward them to deliver great results. > Identify relevant risks and get the right person to manage them.
4.	**GET THE BEST PUBLIC VALUE**
	> Seek the best value for ratepayers – consider costs and benefits over the lifetime of the goods or services. > Make balanced decisions – consider the possible social, environmental, economic and cultural outcomes that should be achieved. > Encourage and be receptive to new ideas and ways of doing things – don't be too prescriptive. > Take calculated risks and reward new ideas. > Have clear performance measures – monitor and manage to make sure you get great results. > Work together with suppliers to make ongoing savings and improvements. > It's more than just agreeing the deal – be accountable for the results.
5.	**PLAY BY THE RULES**
	> Be accountable, transparent and reasonable. > Make sure everyone involved in the process acts responsibly, lawfully and with integrity. > Stay impartial – identify and manage conflicts of interest. > Protect suppliers' commercially sensitive information and intellectual property.

APPENDIX 2 – QLDC PROCUREMENT CHARTER

1.	**SEEK OPPORTUNITIES TO INCLUDE NEW ZEALAND BUSINESSES**
	> Openly work to create opportunities for local businesses and small-to-medium sized enterprises to participate in procurement processes.
2.	**UNDERTAKE INITIATIVES TO CONTRIBUTE TO A LOW EMISSIONS ECONOMY AND PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY**
	> Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment, reducing waste, carbon emissions and pollution.
3.	**LOOK FOR NEW AND INNOVATIVE SOLUTIONS**
	> Avoid overprescribing the technical requirements of a procurement and give businesses the opportunity to demonstrate their expertise.
4.	**ENGAGE WITH BUSINESSES WITH GOOD EMPLOYMENT PRACTICES**
	> Ensure that the businesses we contract with operate with integrity, transparency and accountability, and respect international standards relating to human and labour rights. For businesses operating within Aotearoa New Zealand, ensure that they comply with all Aotearoa New Zealand employment standards and health and safety requirements.
5.	**PROMOTE INCLUSIVE ECONOMIC DEVELOPMENT WITHIN NEW ZEALAND**
	> Engage with Māori, Pasifika, regional businesses and social enterprises in order to actively contribute to our local economy and promote a diverse and inclusive workforce.
6.	**MANAGE RISK APPROPRIATELY**
	> Responsibility for managing risks should be with the party – either the agency or the supplier – that is best placed to manage the risk. Agencies and suppliers should work together on risk mitigation strategies.
7.	**ENCOURAGE COLLABORATION FOR COLLECTIVE IMPACT**
	> Look to support greater collaboration, both across-agency and across-businesses to give like-minded groups the opportunity to find common solutions within our procurement opportunities.

APPENDIX 3 – SUPPLIER CODE OF CONDUCT

NEW ZEALAND GOVERNMENT PROCUREMENT

Supplier Code of Conduct

Statement of Government Expectations

The Government is committed to sustainable and inclusive government procurement that delivers for New Zealand and New Zealanders. This Supplier Code of Conduct outlines the expectations we have of our suppliers. Suppliers must make their subcontractors aware of this code.

Ethical behaviour

The Government expects its 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
- be transparent about their ethical policies and practices.

Labour and human rights

The Government expects its suppliers to:

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

Health, safety and security

The Government expects its 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 the Government
- adequately protect any information, assets, tools and materials provided by the Government and return these promptly when requested.

Environmental sustainability

The Government encourages suppliers to establish environmentally responsible business practices and proactively improve their environmental performance. The Government expects its suppliers to:

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

Corporate social responsibility

The Government encourages its suppliers to be good corporate citizens and contribute positively to their communities. Some positive things suppliers could do are:

- pay their subcontractors promptly
- consider including local, Māori, and Pasifika businesses to deliver the contract.

New Zealand Government