

Procurement Policy	
<b>Purpose</b>	<p>To champion the responsible, sustainable, and ethical use of public money by fostering collaboration and enhancing the procurement expertise within Greater Wellington.</p> <ul style="list-style-type: none"> <li>• The policy provides direction and guidance for all staff conducting procurement activities within and for Greater Wellington.</li> <li>• The policy allows Greater Wellington to undertake procurement activities that result in public value.</li> <li>• The policy ensures full probity across the procurement process.</li> <li>• The policy enables the delivery of social procurement and our organisational frameworks and commitments.</li> </ul>
<b>Vision</b>	Positive social, environmental, and cultural outcomes for our communities delivered through strategic and innovative procurement.
<b>Rationale</b>	Undertaking effective procurement practices assists Greater Wellington to achieve its strategic objectives while achieving public value through the efficient, commercially prudent and risk aware procurement of goods and services.
<b>Policy Owner</b>	Group Manager Corporate Services
<b>Responsibilities</b>	<p>The <b>Head of Legal &amp; Procurement</b> and <b>Manager Procurement</b> roles are responsible for providing the strategic direction and decision making guidance necessary to support and deliver the Procurement Policy.</p> <p>The specialist Procurement Advisors within the <b>Legal and Procurement Team</b> will provide advice to ensure a fit for purpose process is followed.</p> <p>Greater Wellington <b>People Leaders</b> must ensure that their staff act in compliance with the Procurement Policy.</p>
<b>Application</b>	<p>The procurement policy applies to internal Greater Wellington staff, temporary employees, contractors, subcontractors, any other person or body if they are procuring on Greater Wellington's behalf.</p> <p>Any deviations from this policy when conducting procurement activity must be approved by the <b>Manager Procurement</b>.</p> <p>The Procurement Policy must be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Procurement Toolkit</li> <li>• Social Procurement Strategy</li> <li>• Delegations Manual.</li> </ul> <p>This Procurement Policy does not apply to:</p> <ul style="list-style-type: none"> <li>• Employment agreements including permanent and fixed term</li> <li>• Grants and sponsorships</li> </ul>

	<ul style="list-style-type: none"> <li>• Payments to government and regulatory bodies</li> <li>• Procurement undertaken by Council Controlled Organisations (as defined by the Local Government Act 2002)</li> <li>• Treasury and financial instruments</li> <li>• Land Acquisition</li> <li>• Leasing of Greater Wellington owned property and leasing of property to Greater Wellington</li> <li>• Koha. The Greater Wellington Koha Policy further defines Koha activity.</li> </ul>
<b>Related Policy and Legislation</b>	<p>Greater Wellington is guided by and operates consistently with the Government Procurement Principles and where applicable, the Government Procurement Rules, but is not bound by them.</p> <p>For activities funded in any part by NZTA Waka Kotahi, the requirements of the NZTA Waka Kotahi Procurement Manual will apply as the base requirement.</p> <p>In a wider context the Greater Wellington Procurement Policy will apply in addition to the NZTA Waka Kotahi Manual.</p> <p>The policy enables the delivery of social procurement and our organisational frameworks, strategic objectives and commitments including:</p> <ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi</li> <li>• Te Whāriki</li> <li>• Te Matarau a Māui; Māori Economic Development Strategy</li> <li>• Te Upoko o Te Ika a Māui Commitment</li> <li>• Social Procurement Strategy</li> <li>• Emissions Reduction Plan</li> <li>• Climate Emergency Action Plans</li> <li>• Mauri Tuhono</li> <li>• the Transport Strategy and</li> <li>• the Long Term Plan.</li> </ul> <p>Other policies relevant to the procurement policy are:</p> <ul style="list-style-type: none"> <li>• All Financial Policies relevant to the procurement of goods and services and found in the <u>Financial Policy Handbook</u>, including the Instrument of Financial Delegation included in the <u>Delegation Manual</u></li> <li>• Emissions Reduction Policy</li> <li>• Privacy Policy</li> <li>• Conflict of Interest Policy</li> <li>• Information Management Policy.</li> </ul>
<b>Effective Date</b>	5 May 2025
<b>Review Date</b>	5 May 2026

Approved:   
Chief Executive

Date: 5 May 2025

<b>Procurement Policy</b>	
<b>Purpose</b>	The purpose of this policy is to establish and document the principles that will guide and inform Greater Wellington staff when making decisions in relation to the procurement of goods and services. This policy covers activity throughout the procurement lifecycle (plan, source, manage).
<b>Principles</b>	<p>Greater Wellington's procurement process is guided by and consistent with the Government Procurement Principles and, where applicable, the Government Procurement Rules, but is not bound by them.</p> <p>In addition, Greater Wellington will run its procurement activity by the following principles:</p> <ul style="list-style-type: none"> <li>• Offering pragmatic solutions</li> <li>• Acting with integrity</li> <li>• Working together</li> <li>• Achieving public value.</li> </ul>
<b>Policies</b>	<p><b>To ensure value for money over whole of life</b> Greater Wellington will foster and encourage a viable and competitive supply market that provides goods and services now and into the future, ensuring public value.</p> <p><b>To enable good procurement practice</b> All staff undertaking procurement activities must read and understand the Procurement Policy, the Procurement Toolkit, and attend any relevant training, prior to commencing a procurement activity. Staff should also be familiar with the Social Procurement Strategy and the Delegations Manual.</p> <p>The Procurement team is responsible for providing access to relevant tools, training and support for Greater Wellington staff to successfully deliver the policy.</p> <p><b>To enable procurement governance and oversight</b> Greater Wellington managers must ensure that all staff who are authorised to represent Greater Wellington in the sourcing, administration, and management of procurement have been provided with the appropriate training to support good practice in procurement and purchasing activities.</p> <p><b>To ensure probity</b> As a local authority, we must comply with six interrelated principles of probity in procurement:</p> <ul style="list-style-type: none"> <li>• <b>Integrity:</b> Procurement activities must be conducted with honesty, avoiding any form of corruption, fraud, or unethical behavior. Integrity ensures that procurement activities are conducted above reproach.</li> <li>• <b>Fairness:</b> All suppliers and bidders should be treated equitably during the procurement process. This involves ensuring that the</li> </ul>

	<p>procurement process is free from unfair practices and actively reviewing processes for accessibility by all. Fairness ensures that the best value is achieved and that the process is competitive.</p> <ul style="list-style-type: none"> <li>• <b>Transparency:</b> All procurement activities should be open and transparent. This includes clear and accessible documentation of processes, decisions, and criteria used in the selection and awarding of contracts. Transparency ensures that all stakeholders have visibility into how procurement decisions are made.</li> <li>• <b>Accountability:</b> Individuals involved in procurement must be accountable for their actions and decisions. This means having clear roles and responsibilities, maintaining accurate records, and being able to justify decisions if questioned. Accountability helps in maintaining trust and confidence in the procurement process</li> <li>• <b>Confidentiality:</b> Sensitive information provided by suppliers should be kept confidential. This includes pricing, technical specifications, and proprietary data. Maintaining confidentiality is crucial to protect the interests of the bidders and to prevent any undue advantage or disadvantage</li> <li>• <b>Conflict of interest:</b> Procurement decisions are made without actual bias and any potential or perceived conflicts of interest are managed appropriately. All Greater Wellington staff have a duty to put the public interest above their personal and private interests, including those of friends and families, when carrying out their official duties. Please refer to the Conflict of Interest Policy.</li> </ul> <p><b>To maintain good Record Keeping</b> Record keeping of procurement activities and decisions must be kept in accordance with The Public Records Act 2005 and in accordance with normal prudent business practice. Procurement records may be disclosed under the Local Government Official Information and Meetings Act.</p> <p><b>To enable Social Procurement</b> Social procurement is about the delivery of positive outcomes in addition to the goods, and services being purchased. It means using our procurement activity as a strategic lever to deliver benefits to our community aligned to environmental, cultural, economic and social outcomes.</p> <p>Greater Wellington's Social Procurement Strategy has three priority areas</p> <ul style="list-style-type: none"> <li>• Decent Work (Living Wage, Human Rights, Quality Employment)</li> <li>• Supplier Diversity (Māori and Pasifika Business, Social Enterprise)</li> <li>• Environment (Emissions, Impact on Fresh Water and Biodiversity, Circular Economy).</li> </ul> <p>Alongside these priorities large or bespoke projects can build additional context specific outcomes into a procurement. Additional outcomes may also</p>
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	<p>be requested by a funding partner or a mana whenua partner, or offered by a supplier bidding for work, and agreed to by Greater Wellington.</p> <p>See the Social Procurement Strategy for more information on Greater Wellington's priority impact areas. See the Procurement Toolkit for detailed guidance on implementing social procurement.</p> <p><b>To increase supplier diversity</b></p> <p>Greater Wellington recognises the importance of having a supply chain that reflects the Greater Wellington area. Greater Wellington will actively develop opportunities to increase our proportion of spending with diverse suppliers. Our priority groups are:</p> <ul style="list-style-type: none"> <li>• Māori business</li> <li>• Pasifika business</li> <li>• Social Enterprise</li> </ul> <p>Greater Wellington is a party to the 2020 Te Upoko o Te Ika a Māui Commitment. The Guiding Principles of this commitment are:</p> <ul style="list-style-type: none"> <li>• <b>Inclusivity:</b> Removing barriers that hinder Māori, Pasifika owned businesses and social enterprise from accessing and winning council contracts.</li> <li>• <b>Local supply chain resilience and long-term economic prosperity.</b></li> <li>• <b>Collaboration:</b> Working with other councils in the Wellington region and advocating for supplier diversity and the benefits it creates in communities.</li> </ul> <p>Greater Wellington procurement processes must reflect this commitment. Greater Wellington will continue to improve in these areas to increase the inclusivity of our supply chain.</p> <p>Methods and approaches for increasing supplier diversity are detailed in the Procurement Toolkit. The Social Procurement Strategy details organisational spend targets for our priority groups.</p> <p><b>To run culturally responsive procurement processes and honour Te Tiriti o Waitangi</b></p> <p>Greater Wellington is dedicated to developing culturally responsive procurement processes that reflect mātauranga Māori and honour Te Tiriti o Waitangi. The following guiding principles will be considered during procurement activities, alongside considering the aspiration of our mana whenua partners.</p> <ul style="list-style-type: none"> <li>• <b>Kāwanatanga:</b> Making decisions with Māori instead of on their behalf. Commit to act in utmost good faith. Engage in whanaungatanga (relationship building) with Māori</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Ōritetanga:</b> Ensuring equitable outcomes</li> <li>• <b>Tino rangatiratanga:</b> Māori can practice self-determination, by ensuring adequate structural and pastoral support is in place to participate</li> <li>• <b>Wairuatanga:</b> Respect and protect Māori customs.</li> </ul> <p><b>To pay a Living Wage</b> Greater Wellington is working towards Accredited Living Wage Employer status through Living Wage Aotearoa.</p> <p>All procurement for services that are In Scope for Living Wage must ensure that the people delivering services for Greater Wellington as part of a contract are paid a Living Wage. Suppliers who tender for contracts and work with Greater Wellington must commit to payment of the current Living Wage to their staff delivering the contract as a precondition to bidding for work. Suppliers do not need to be accredited themselves.</p> <p><b>To uphold human rights and mitigate modern slavery and worker exploitation in the supply chain</b> Greater Wellington recognises the need to actively monitor the risk of modern slavery in our supply chain. All procurement activity should consider the risk of modern slavery occurring and put steps in place to monitor the risk, reduce the likelihood of it occurring, and remediate where slavery is found.</p> <p><b>To reduce emissions</b> Greater Wellington is committed to reducing the organisation’s emissions. Procurement decisions must align with the <a href="#">Emission Reduction Policy</a> and encourage options that avoid, reduce, or absorb carbon emissions to the greatest extent possible, in that order of priority.</p> <p>Where practicable, contracts should require an emissions reduction plan and regular emissions reporting from suppliers.</p> <p><b>To reduce impact on the physical environment</b> Procurement activity must consider the impact of any supplier activity on water quality in a catchment area and any wider biodiversity impacts that must be mitigated.</p> <p><b>To promote circular solutions for resources</b> Procurement activity should consider the ability to minimise use of raw materials, including opportunities to reuse, repurpose and recycle materials used in procurement activity, including across projects. Procurements should prioritise the use of ecofriendly materials.</p>
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	<p><b>To evaluate for social procurement</b></p> <p>All evaluation processes must have a weighting for social procurement which includes relevant weightings of Decent Work, Supplier Diversity and Environment where they are relevant to a procurement. The weighting for social procurement as a non-price attribute should be high enough to affect the outcome of a procurement against price. Support for evaluation and weighting options can be found in the Procurement Toolkit and through the Procurement Team. Exceptions:</p> <ul style="list-style-type: none"> <li>• Living Wage is a precondition rather than a weighted criterion</li> <li>• The nature of some procurements may require a more integrated approach for social procurement where the positive outcomes delivered by the supplier are showcased throughout a response to tender, rather than limiting the response to select questions. This may be the case when working with diverse suppliers and/or in partnership with mana whenua</li> <li>• Evaluation for environmental impact may be captured in the requirements or other weighted sections depending on the nature of the work. This should be considered at the project planning stage.</li> </ul>
<b>Definitions</b>	<p>For more information on these definitions see the Procurement Toolkit</p> <p><b>Living Wage</b> An hourly pay rate designed to allow a person to live with dignity. It allows for the necessities of life including savings and participating in society. It is different to the minimum wage set by the government and is not managed by the government. It is not a maximum rate.</p> <p><b>Māori Business</b> Greater Wellington aligns with the definitions used and provided by Amotai and The Cabinet Economic Development Committee:</p> <ul style="list-style-type: none"> <li>• A business that has more than 50% ownership by people who whakapapa Māori (Māori genealogical lineage).</li> <li>• A Māori Authority as defined by IRD</li> <li>• A partnership where at least 50% of each class of partnership interest is owned by a Māori person(s) and that ownership is reflected in the partnership agreement.</li> </ul> <p><b>Pasifika Business</b> Greater Wellington aligns with the definition used and provided by Amotai:</p> <ul style="list-style-type: none"> <li>• A business that has more than 50% ownership by Pasifika peoples.</li> <li>• A partnership where at least 50% of each class of partnership interest is owned by a Pasifika person(s).</li> </ul> <p><b>Modern Slavery</b> When an individual is exploited by others for personal or financial gain.</p>

	<p>Whether tricked, coerced, or forced, they lose their freedom. This includes but is not limited to human trafficking, forced labour and debt bondage.</p> <p><b>Procurement</b> All aspects of acquiring and delivering goods, services and works. It starts with identifying the need and finishes with either the end of a service contract or the end of the useful life and disposal of an asset.</p> <p><b>Public value</b> Public value means the best available result for New Zealand for the money spent. It includes using resources effectively, economically and responsibly, and taking into account the procurement's contribution to the results you are trying to achieve, including any Social Procurement you are trying to achieve and the total costs and benefits of a procurement (total cost of ownership).</p> <p><b>Social Enterprise</b> An organisation that trades to deliver its social, environmental and cultural purpose and reinvests profits into the delivery of its purpose.</p> <p><b>Social Procurement/Broader Outcomes</b> Using procurement activity to deliver positive social, cultural and environmental outcomes in addition to the goods, services or works being purchased. New Zealand Government Procurement and NZTA Waka Kotahi use the term Broader Outcomes for their four priority outcomes.</p> <p><b>Supplier Diversity</b> Fostering inclusive economic development by encouraging organisations to purchase from businesses owned by historically marginalised groups. It can be traced back to the United States Civil Rights Movement of the 1960s.</p> <p><b>Whole of Life</b> Considering cost across the lifespan of a good or service including the purchase price, all other expenses and benefits, internal staff cost and training, maintenance, decommissioning and disposal.</p>
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