

RANGITĪKEI DISTRICT COUNCIL

PROCUREMENT AND CONTRACT MANAGEMENT POLICY 2026-2029

The purpose of the RDC Procurement and Contract Management Policy (the 'Policy') is to articulate RDC's commitment to the responsible, effective, and fit-for-purpose procurement of goods, services and contract management.

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Procurement and Contract Management Policy

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1. INTRODUCTION

- 1.1. Rangitīkei District Council (RDC) is a territorial local authority and must conduct its business openly, transparently and accountably, while delivering its identified priorities and outcomes efficiently and effectively.
- 1.2. Procurement and contract management are important mechanisms for delivering Council outcomes. RDC purchases a wide range of goods, services and works from third-party suppliers and must manage that expenditure prudently.
- 1.3. RDC recognises that rigorous procurement and contract management practices support public value, quality, safety and wellbeing, strategic delivery, economic benefit, innovation, sustainability and community outcomes.
- 1.4. RDC has a primary responsibility to ensure integrity, probity, transparency and the prudent expenditure of ratepayer funds.

2. PURPOSE

- 2.1. The purpose of this Policy is to articulate RDC's commitment to responsible, effective and fit-for-purpose procurement of goods, services and works, and the effective management of resulting contracts.
- 2.2. This Policy establishes the principles, authority, responsibilities and minimum operational requirements that apply across the procurement lifecycle: Plan, Source, Award, Manage and Close/Transition.
- 2.3. The Policy seeks to ensure that RDC:
 - uses procurement to achieve public value and support RDC's strategic and community outcomes;
 - plans for, enters into and manages contracts in a manner consistent with RDC's obligations and commitments under Te Tiriti o Waitangi / the Treaty of Waitangi;
 - applies processes that are proportionate to value, risk, complexity, strategic significance and market conditions;
 - acts fairly, transparently and with integrity and probity;
 - Council is committed to purchasing from local suppliers based on the benefits this provides the local community and economy. Council will always consider the availability and capability of suppliers in the local market. However, Council will balance the benefits of buying locally with ensuring that Council and its ratepayers and community receive best value. Where local presence or knowledge is an important factor, this should be clearly highlighted in procurement documentation and evaluated accordingly. At all times council will provide capable New Zealand businesses fair opportunity to participate where appropriate;

- identifies and manages procurement, commercial, financial, information, HSW and delivery risks throughout the lifecycle;
- actively manages contracts so expected outcomes, performance, economic benefits and value are realised; and
- maintains a complete and transparent audit trail for procurement and contract management decisions.

3. SCOPE

- 3.1. This Policy applies to all RDC employees (permanent, temporary and fixed term), elected members, consultants, contracted staff, contractors, subcontractors, volunteers and people acting on behalf of RDC who participate in procurement or contract management activities.
- 3.2. This Policy applies to all RDC business, services and activities involving the procurement of goods, services or works, unless an exclusion below applies.
- 3.3. This Policy does not apply to:
 - the purchase or sale of land;
 - the acquisition of art or similar unique items where normal competitive procurement is not practicable; or
 - employment contracts for permanent or fixed-term employees.

4. DEFINITIONS

Term	Meaning
Approved Contractor	A contractor approved against relevant RDC eligibility requirements, including insurance, competence and HSW requirements. This is distinct from HSW pre-qualification.
Bribe or inducement	The giving or receiving, whether directly or indirectly, of something of value to influence a (procurement or contract management) transaction.
Conflict of Interest	An actual, potential or perceived conflict between a person's RDC responsibilities and personal, family, financial, professional or other interests.
Contract	A written and legally binding agreement between RDC and another party for goods, services or works.
Contract Manager	A person appointed to undertake defined day-to-day contract management responsibilities on behalf of the Contract Owner.
Contract Owner	The RDC officer is accountable for the overall performance, governance, records, and outcomes of a contract.
Economic Benefits	Positive economic, environmental, social, cultural, capability, innovation, workforce or regional outcomes arising from procurement, including benefits to New Zealand and, where relevant and lawful, Rangitikei.
HSW	Health, Safety and Wellbeing.
HSW Pre-qualified Contractor	A contractor that has satisfied RDC's current HSW pre-qualification requirements.
Procurement	The lifecycle of planning, market engagement, sourcing, evaluation, award, contract management and close/transition for goods, services or works.
Probity Advisor/Auditor	An appropriately qualified independent person engaged to advise on or review the integrity, fairness and transparency of a procurement process.
Public Value	The best available result for RDC and its community over the whole life of the procurement, considering price, quality, risk, benefits and outcomes rather than lowest purchase price alone.
Whole of Life Value	The total estimated value and/or cost of a procurement from commencement to completion, including all options, extensions, renewals, implementation, maintenance, support, licenses, anticipated variations, transition and disposal costs. Values in this Policy exclude GST unless otherwise stated.

5. PROCUREMENT PRINCIPLES

- 5.1. RDC will apply the six Government Procurement Principles as good-practice foundations for procurement decision-making:
- Plan and manage for great results.
 - Be proportionate and right-size the procurement.
 - Be fair to all suppliers.
 - Get the right supplier.
 - Get the best deal for everyone.
 - Play by the rules.
- 5.2. In addition, RDC procurement and contract management will reflect the following Council principles:
- RDC's purchasing power will be used to support strategic, business, and community outcomes.
 - RDC will act with integrity, impartiality and fairness and will ensure decisions are free from inappropriate influence, bias and unmanaged conflict.
 - Open and effective competition will be encouraged unless an approved exemption or emergency provision applies.
 - Whole-of-life cost, risk, quality, HSW, economic benefits, sustainability and delivery capability will be considered appropriate to the procurement.
 - Contracts will contain clear, measurable outcomes and be actively managed to minimise value erosion and encourage continuous improvement.
 - Risks will be identified and managed throughout the lifecycle, including HSW, information security, privacy, financial and operational risks.

6. ROLES AND RESPONSIBILITIES

Role / Party	Core responsibilities
Chief Executive (CE)	Strategic accountability for procurement integrity and public value; approves procurement and contracts within delegation; approves emergency departures where required; authorises significant policy departures in accordance with this Policy.
Executive Leadership Team (ELT)	Provides oversight; approves this Policy and major amendments; endorses or approves procurement in accordance with delegations; considers departures, high-risk procurement and probity requirements; monitors significant issues.
Group Manager - Corporate Services (GM-CS)	Policy owner; maintains policy, procedures, templates and guidance; provides advice and capability development; monitors compliance and reports significant issues to ELT.
Financial Delegation Holder	Confirms budget and delegated authority; approves procurement and contractual commitments within delegation; ensures the proposed approach is proportionate and compliant.
Procurement Lead / Project Manager	Plans and leads procurement; prepares procurement documentation; coordinates specialist advice; manages evaluation process and declarations; maintains procurement records until contract award.
Contract Owner	Accountable for contract outcomes, governance, risk, HSW, records, performance, renewals/expiry, variations, escalation and close-out. Remains accountable if a Contract Manager is appointed.
Contract Manager	Undertakes delegated day-to-day monitoring, supplier engagement, performance administration, payment assurance, records and issue escalation.
Legal	Provides legal advice and contract support where risk, complexity, non-standard terms or other circumstances warrant.
Finance	Provides budget, whole-of-life costing, financial risk and public-value advice as required.

Role / Party	Core responsibilities
Subject Matter Experts	Provide specialist input where relevant, including information security, privacy, technology, engineering, HSW or other technical matters.
All employees and participants	Must understand and comply with this Policy, relevant delegations, confidentiality, conflict-of-interest requirements and records obligations.
All employees and participants	Major funders for councils such as NZTA, Ministry for the Environment and the Ministry of Health have specific procurement requirements that must be observed in order for the Council to attract funding.

7. PROCUREMENT LIFECYCLE

- 7.1. RDC will use a lifecycle approach comprising Plan, Source, Award, Manage and Close/Transition. The level of documentation and assurance must be proportionate to the procurement's whole-of-life value, risk, complexity and strategic significance.
- 7.2. Plan
- Confirm the business need, intended outcomes and available budget before approaching the market.
 - Estimate Whole of Life Value. Procurement must not be split, phased or structured for the purpose of avoiding a threshold or financial delegation.
 - Assess market conditions, risk, complexity, strategic significance and opportunities for collaboration or existing All-of-Government, Common Capability, syndicated, shared-service or RDC contracts.
 - Consider early market engagement where it would improve understanding, competition or solution design. Any engagement must be fair and transparent.
 - Identify economic benefits and sustainable procurement opportunities relevant to the procurement, including opportunities for New Zealand businesses, Māori businesses, SMEs, workforce development, innovation, regional outcomes and environmental performance.
 - Identify required specialist input, including Legal, Finance, HSW, information security, privacy, technical or probity advice.
 - Determine the evaluation methodology, approval pathway, intended contract term and contract-management approach before going to market.
 - Ensure appropriate financial approval in principle is in place before the market is approached.
- 7.3. Source and approach the market
- Use clear, proportionate and accessible procurement documents and avoid unnecessary supplier burden.
 - Give suppliers a fair opportunity to compete and do not favour a supplier because of prior RDC experience.
 - Use approved RDC or government model procurement and contract templates wherever appropriate.
 - Use pre-qualified supplier lists and collaborative contracts where they provide an appropriate and compliant route to market.
 - Where practicable, provide advance notice of significant future procurement opportunities to support market readiness.
 - For significant procurement, consider opportunities for subcontracting and supply-chain participation by SMEs, and regional businesses. Noting all times council will provide capable New Zealand businesses fair opportunity to participate where appropriate and, in a manner, consistent with RDC's obligations and commitments under Te Tiriti o Waitangi / the Treaty of Waitangi;
 - Do not make a contractual commitment or permit a supplier to commence work before an approved purchase order or written agreement is in place, except for an authorised emergency or purchasing-card transaction.

7.4. Evaluate and award

- Evaluation criteria and weightings must be agreed before responses are opened and must reflect the published requirements.
- Evaluation panel members must complete conflict-of-interest and confidentiality declarations before accessing supplier responses or participating in evaluation.
- Subject matter experts must participate where specialist assurance is required.
- The preferred supplier must demonstrate capability to meet RDC requirements and provide public value over the life of the contract.
- The procurement file must contain a clear recommendation and decision record showing the evaluation process, rationale, approvals and any conditions of award.
- Unsuccessful bidders should be offered an appropriate debrief for material competitive procurements.

8. PROCUREMENT THRESHOLDS AND MINIMUM REQUIREMENTS

- 8.1. The following thresholds establish minimum requirements. A higher level of process may be required where risk, complexity, strategic significance, sensitivity, market conditions or public interest warrant it.

Whole-of-life value	Minimum sourcing approach	Minimum documentation	Minimum approval / assurance
\$1 - \$9,999	Direct source permitted. Check existing collaborative/RDC contracts and any pre-qualified suppliers. Demonstrate price reasonableness and public value.	Purchase order or equivalent approval; retain supporting record.	Delegation holder; one-up approval where required by delegations.
\$10,000 - \$49,999	Seek at least 1 written quotations where practicable, which may include the existence of pre-qualified suppliers, including All of Government approved suppliers.	Short procurement record/plan; quote records; purchase order or contract.	Delegation holder and one-up manager as applicable.
\$50,000 - \$99,999	Seek at least 2 written quotations where practicable, which may include the existence of pre-qualified suppliers.	Short procurement plan; RFx/quote documentation; evaluation/recommendation; written contract.	Delegation holder and one-up manager as applicable.
\$100,000 - \$249,999	Formal competitive process. Seek at least 3 responses; open tender via GETS where appropriate and may include pre-qualified suppliers who have been through a recent tender process, including All of Government approved suppliers or existing shared services arrangements.	*Long-form procurement plan; RFx; declarations; evaluation/recommendation report; contract; Contract Management Plan. Note 8.2-8.3	One-up manager plus Legal/Finance input where indicated; ELT approval where required by delegation.
\$250,000 and above	Open and competitive public tender via GETS, or the use of including All of Government approved suppliers, or 8.3 is applicable. Other unless an approved exemption applies.	*Long-form procurement plan; RFx; declarations; evaluation/recommendation report; contract award record; contract; Contract Management Plan. Note 8.2-8.3	ELT endorsement and CE approval within delegation; governance approval where required.
High-risk / strategically significant	Enhanced assurance regardless of value. Assets/Infrastructure Committee and/or independent probity consideration may be required.	Full documentation and assurance record proportionate to risk.	CE/ELT and governance as appropriate.

- 8.2. Procurement using an approved All-of-Government, Common Capability, syndicated, shared-service or other collaborative arrangement may use the purchasing method provided by that arrangement, subject to appropriate delegation and documentation.
- 8.3. Where RDC has contractors that are currently engaged by RDC, have been through a tender process with RDC in the last three years, and the project is of similar nature, they may be considered as part of a RFx, as opposed to repeating the full tender process a second time. Equally if one of RDC's neighboring councils (within the Horizons region) has gone through a like-for-like tender for a capital programme of work within the previous 24 months, RDC (with permission from that Council) may use their tender results. Supporting documentation must be prepared and retained as evidence as part of this process. Ideally attached to the purchase order for completeness and the audit trail.
- 8.4. Where a required number of quotations is not reasonably obtainable, the Procurement Lead must document the suppliers approached, market circumstances and rationale. The resulting procurement may proceed only with the approval required under section 11 (Departures and Exemptions).

9. PUBLIC VALUE, ECONOMIC BENEFITS AND SUSTAINABLE PROCUREMENT

- 9.1. RDC will seek public value rather than lowest upfront price alone. Public value includes whole-of-life cost, quality, risk, service outcomes, HSW, capability, resilience, economic benefits and relevant environmental, social and cultural outcomes.
- 9.2. Procurement planning must consider opportunities to achieve economic benefits to New Zealand and, where relevant and lawful, benefits for Rangitikei. Such benefits may include:
 - use of capable New Zealand businesses, SMEs, and regional supply chains;
 - workforce participation, apprenticeships, training and capability development;
 - innovation, productivity, local/regional resilience and industry capability;
 - environmental benefits such as lower emissions, reduced waste, resource efficiency, biodiversity or circular-economy outcomes;
 - positive social, cultural and community outcomes; and
 - whole-of-life design, operation, maintenance and end-of-life benefits.
- 9.3. For significant procurement, relevant economic benefits or sustainable procurement criteria should normally be included in evaluation. Where they are material, an appropriate weighting must be set before market release. Where a procurement plan determines that no such criterion is appropriate, the rationale must be documented.
- 9.4. RDC will avoid unsupported local preferences. Evaluation criteria must relate to legitimate procurement outcomes and be applied fairly and transparently.

10. INTEGRITY, CONFLICTS, CONFIDENTIALITY AND PROBITY

- 10.1. Conflicts of interest
 - All procurement and contract management activities must consider actual, potential and perceived conflicts of interest.
 - Every participant must consider whether they have a conflict of interest, and for the procurement that exceeds \$100,000, include a written conflict-of-interest declaration before accessing procurement information or participating in meetings, evaluation or decision-making, and must update the declaration if circumstances change.
 - A person with an actual conflict must not influence or participate in the relevant decision. Potential or perceived conflicts must be assessed and managed by the Procurement Lead and one-up manager, with escalation where appropriate.
 - A conflicted person may only provide essential technical expertise in exceptional circumstances, with documented Group Manager approval and controls that prevent participation in the decision. Where the procurement is \$250,000 and above, the CE should also approve of the exceptional circumstances. All documentation must be supplied to the People and Culture Manager or Senior Advisor of Retention.
 - Where the CE has a relevant conflict, the matter must be escalated to elected members or another appropriate governance body.
 - A staff member must not participate in sourcing or contract management where a direct family member has a material role or financial interest in the supplier, unless an independently reviewed and formally approved management plan makes participation demonstrably appropriate.
 - Bribes and inducements are prohibited. Gifts and hospitality connected with procurement must be declared and managed in accordance with RDC's Gifts and Hospitality and Fraud, Bribery and Corruption policies.
- 10.2. Confidentiality
 - Commercially sensitive, personal, security-sensitive, and intellectual-property information must be protected throughout procurement and contract management.
 - Information must not be shared between competing suppliers or disclosed except where authorised and appropriate.
 - Confidentiality obligations continue after the procurement or contract ends.

10.3. Probity and independent assurance

- 10.3.1. Probity must be evident throughout procurement and require fairness, transparency, consistency, integrity and a defensible audit trail.
- 10.3.2. An independent Probity Advisor or Auditor must be considered for high-risk, high-value, novel, controversial, strategically significant or conflict-sensitive procurement. The Procurement Plan must record whether independent probity assurance is required and the rationale.
- 10.3.3. Independent probity assurance is mandatory for procurement above \$5 million Whole of Life unless the CE, on ELT advice, approves an alternative assurance approach and records the reasons.

11. DEPARTURES, EXEMPTIONS AND EMERGENCY PROCUREMENT

11.1. General

- 11.1.1. A departure from normal procurement requirements must be exceptional, justified, documented and approved before commitment wherever practicable. A departure does not remove the requirements for public value, delegation, integrity, conflicts, records, HSW or contract management.
- 11.1.2. Departures must be recorded in a central Departures Register and periodically reported to ELT and, where appropriate, the Risk/ Assurance Committee.

11.2. Exemptions

- 11.2.1. An exemption from an open or minimum-competition process may be considered where one or more of the following applies:
 - a recent open competitive process did not identify a suitable supplier and the core requirements have not materially changed;
 - only one supplier can reasonably meet the requirement because of genuine technical, interoperability, intellectual-property or exclusive-rights reasons;
 - a court or statutory direction requires a specified supplier;
 - additional goods, services or works are necessary to complete an existing competitively procured contract and changing supplier would cause significant technical or economic disadvantage;
 - a genuine prototype, research or original-development procurement is required;
 - goods are purchased on a commodity market;
 - exceptionally advantageous conditions exist for a genuinely short period and do not represent routine purchasing; or
 - another exceptional circumstance is documented and approved as providing a better and defensible outcome for RDC.
- 11.2.2. Non-emergency departures require written approval from the CE and two ELT members, unless Council approval is required by the Delegations Register or the departure relates to a procurement above \$250,000 that would otherwise require open tender and the CE determines governance approval is appropriate.

11.3. Emergencies

- 11.3.1. Emergency procurement may be used where an unforeseen event creates an immediate need and normal procurement timeframes would materially impair RDC's ability to protect life, health, property, critical infrastructure, statutory functions or community wellbeing.
 - document the procurement during the event or as soon as practicable afterwards;
 - act within delegated authority wherever possible;
 - obtain at least verbal approval from an officer with sufficient delegated authority for a major commitment where written approval cannot reasonably be obtained;
 - exercise sound judgement, obtain reasonable value and maintain appropriate HSW and fraud controls; and
 - complete retrospective written approval and records as soon as practicable.
- 11.3.2. During a declared civil defence emergency, approval may be obtained retrospectively from the CE or an authorised alternate where advance approval was not reasonably possible.

12. CONTRACT FORMATION AND APPROVAL

- All material contractual arrangements must be in writing, dated, signed by authorised parties and stored in the approved records system.
- Only RDC officers with appropriate delegated authority may sign or approve contracts on behalf of RDC. External parties are not authorised to sign on RDC's behalf.
- Approved RDC or government model contract templates should be used where appropriate. Non-standard, high-risk or complex contracts must obtain Legal advice.
- No supplier may commence delivery until a written contract, agreement or authorised purchase order is in place, except where section 11.3 applies.
- The total term of a contract, including all rights of renewal, must not normally exceed 10 years without ELT or Council approval as appropriate.
- RDC will not normally enter indefinite or evergreen arrangements. Where an auto-renewing or indefinite arrangement is demonstrably appropriate, it must have an identified Contract Owner, termination rights, periodic value/public-value review and approval at the appropriate delegated level.

13. CONTRACT MANAGEMENT

- 13.1. RDC will maintain a central Contract Register/database of all approved and active contracts. Records must include, as applicable, supplier details, NZBN or other identifier, Contract Owner/Manager, start/end dates, review dates, renewal/expiry dates, actual spend, insurance, third-party vetting, HSW approval, performance information, variations and deviations.
- 13.2. Every RDC contract must have a named Contract Owner. A Contract Manager may be appointed in writing to undertake defined responsibilities, but the Contract Owner retains overall accountability.
- 13.3. A documented Contract Management Plan is mandatory for contracts with a Whole of Life Value of \$100,000 or more, and for lower-value contracts where risk, complexity or strategic significance warrants it.
- 13.4. The Contract Management Plan must be proportionate and include:
 - contract objectives and intended outcomes;
 - governance arrangements and review dates;
 - roles, responsibilities and key contacts;
 - SMART or otherwise clear and measurable performance indicators;
 - performance monitoring and reporting arrangements;
 - risk, HSW, insurance, privacy/security and assurance requirements as relevant;
 - economic-benefit or sustainability commitments included in the contract;
 - payment, financial and change-control arrangements;
 - renewal, expiry, transition and exit requirements; and
 - issue escalation and dispute-resolution processes.
- 13.5. Performance and payments
 - The Contract Owner/Manager must monitor delivery against agreed milestones, deliverables, service levels and performance measures.
 - Payments, performance bonds and other financial transactions must comply with the contract and relevant RDC delegations and must be supported by appropriate assurance of delivery.
 - Performance issues and contract-delivery failure must be documented, escalated and resolved through appropriate processes.
 - RDC should work constructively with suppliers to identify savings, improvements and innovation over the life of the contract while preserving accountability and value.
- 13.6. Variations, renewals and extensions
 - 13.6.1. Before approving a variation, renewal or extension, the Contract Owner must consider and document the original scope, cumulative value of prior changes, revised Whole of Life Value, budget, delegated authority, supplier performance, risk, public value and whether the change materially alters the original procurement.
 - 13.6.2. A variation, renewal or extension must not be used to avoid a new competitive procurement. Decisions to exercise an extension or renewal option must be made and approved before the relevant contractual deadline.

13.7. Review, handover and close-out

- Contracts must be reviewed at the frequency specified in the Contract Management Plan and at least annually for material/high-risk contracts.
- Reviews must consider ongoing need, scope, terms, supplier performance, expenditure, value, risks, HSW controls, insurance, economic-benefit commitments and upcoming renewal/expiry decisions.
- When a Contract Owner changes, the relevant one-up manager must ensure a documented handover of all contracts, key dates, issues, obligations and records.
- At contract close-out or transition, RDC must confirm completion, final payments, defects/warranties, return or secure disposal of RDC data, intellectual property and property, supplier performance assessment, lessons learned and update of the Contract Register.

14. RISK, HEALTH, SAFETY AND WELLBEING

- 14.1. Procurement and contract management must comply with RDC's Risk Management Framework. Risks must be identified before procurement commences and managed throughout the contract lifecycle.
- 14.2. Risk management must be proportionate to the procurement and documented in the Procurement Plan and/or Contract Management Plan as appropriate.
- 14.3. The Contract Owner must ensure applicable requirements of the Health and Safety at Work Act 2015 and RDC HSW policies are met. This includes, where relevant:
- using HSW pre-qualified contractors or completing appropriate pre-engagement assurance;
 - identifying critical and foreseeable risks and applying the hierarchy of controls;
 - ensuring parties consult, cooperate and coordinate where duties overlap;
 - considering HSW in design across the lifecycle of structures, plant, substances or products;
 - setting and monitoring clear HSW responsibilities and expectations; and
 - recording and reviewing significant HSW events in RDC's HSW management system.

15. RECORDS AND AUDIT TRAIL

- 15.1. All procurement and contract records must be retained in accordance with the Public Records Act 2005, RDC information-management requirements and any applicable legal retention requirements.
- 15.2. Records must provide a clear, transparent and accessible audit trail that enables the process, rationale, approvals and outcomes of procurement and contract-management decisions to be understood.
- 15.3. At minimum, records must demonstrate:
- the procurement approach and applicable threshold requirements;
 - approved budget and delegated financial authority;
 - Procurement Plan and market/sourcing documentation where required;
 - conflict-of-interest and confidentiality declarations;
 - evaluation records, recommendation and approval;
 - contract, variations, extensions, renewals and departures;
 - risk, HSW, insurance, security/privacy and due-diligence records where relevant;
 - contract performance, monitoring, payment assurance and issue management; and
 - close-out, transition and lessons learned for significant contracts.

16. CAPABILITY, COMPLIANCE AND ASSURANCE

- 16.1. Employees leading or evaluating significant procurement must have appropriate procurement capability or be supported by an appropriately experienced officer or advisor.
- 16.2. Corporate Services will maintain a Procurement Toolbox containing proportionate templates, procedures and guidance, including Procurement Plans, RFx templates, declarations, evaluation records, exemption/departure forms, Contract Management Plans, review forms and close-out checklists.
- 16.3. Compliance with this Policy may be monitored and reviewed. Material non-compliance, repeated departures or control weaknesses must be reported to ELT and, where appropriate, the Risk/Assurance Committee.
- 16.4. A failure to comply with this Policy may result in investigation and action under relevant RDC policies, delegations or employment/contractual arrangements.

17. RELATED DOCUMENTS AND LEGISLATION

17.1. RDC policies, procedures and guidance include, as applicable:

- Delegations Register and Committee Structure and Delegations Manual;
- Risk Management Strategy;
- Information Management Policy and Guidelines;
- Conflict of Interest Policy;
- Fraud, Bribery and Corruption Prevention Policy;
- Gifts and Hospitality Policy;
- Protected Disclosure / Whistleblower Policy;
- HSW Policy, Manual, Toolbox and Contractor Management guidance;
- Significance and Engagement Policy; and
- Waste Minimisation and Management Plan.

17.2. External legislation and guidance include, as applicable:

- Local Government Act 2002;
- Public Records Act 2005;
- Health and Safety at Work Act 2015;
- Commerce Act 1986;
- Government Procurement Principles;
- Government Procurement Charter;
- Government Procurement Rules (5th edition) and related New Zealand Government Procurement guidance; and
- Controller and Auditor-General guidance on public-sector procurement and probity.

18. REVIEW

18.1. This Policy will be reviewed at least every three years, or earlier where required by legislative change, Government Procurement guidance, audit findings, organisational change or material procurement-control issues.