

Policy: Procurement

1. Te Aronga | Purpose

This policy sets out the approach that He Pou a Rangi Climate Change Commission (the Commission) will take when planning, sourcing, and managing procurement and ongoing contracting of goods and services from external parties.

Under this policy, the Commission will:

- Adhere to the [Government Procurement Rules](#), including the [Government Procurement Principles](#) and the [Government Procurement Charter](#) as set out in Rule 1.
- Obtain value for the public by using its resources effectively, economically and without waste over the lifetime of the goods/services to obtain public value.
- Apply an approach to procurement that is proportionate to the value, risk and complexity of procurement.

2. Ngā Whakatinanatanga | Application

This policy applies to:

- The Board
- Sub-Committees and advisory bodies established by the Board.
- All staff (permanent, fixed term, casual or secondees)
- Contractors or consultants engaged by the Commission, to the extent that the Commission influences or directs their work

This policy does not apply to employment contracts, either casual, fixed or permanent. For assistance with these, contact the People and Culture Team.

3. Tauki | Statement

The Commission adheres to the Government's Procurement Rules: Responsible expenditure of public funds.

4. Ngā Mātāpono | Principles

- a) As mandated, the Commission adheres to the following Government procurement principles¹:
 - i. Plan and manage for great results.
 - ii. Be proportionate and right-size the procurement
 - iii. Be fair to all suppliers.
 - iv. Get the right supplier.
 - v. Get the best deal for everyone.
 - vi. Play by the rules.
- b) We support All of Government (AoG) contracts and apply Government procurement principles and rules².

¹ <https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-principles/>

² <https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/>

- c) Procurement is undertaken in accordance with *Procedure for Procurement*, which sets out the required processes and thresholds.
- d) We identify and manage any conflicts of interest in procurement in accordance with the highest standards of integrity and relevant legal and public sector requirements.

5. Ngā Tokohanga | Responsibilities

Position	Responsibility
Everyone	Applying procurement rules, processes, procedure and guidance.
Chief Financial Officer	Maintaining transparent and auditable end to end documentation of all procurement and contracts. Providing guidance for dealing with conflicts of interest that arise, and exemptions to procurement rules.
Budget Managers	Approving procurements up to delegation limit and in accordance with <i>Procedure for Procurement</i> . The Commission's authority levels for budget approval are detailed in our <i>Delegated Authority Policy</i> . Only those with delegated authority to commit expenditure on behalf of the Commission can procure goods and services.
General Managers	Oversight of their business group's purchasing to ensure correct delegation limits are applied and their expenditure is within delegation limits. Ensuring their staff apply the Commission's procurement policy, process and procedure and guidance.
Executive Leadership Team (excluding Chief Executive)	Within their delegation limit, approval of direct sourcing or use of non-AoG suppliers where there is a sound business reason to do so.
Chief Executive	Approving procurements up to delegation limit. Approving all exemption procurement ³ .
Board Chair	Approving procurements up to delegation limit. If a conflict of interest arises in relation to the CE, taking steps to remove that person from the project or process.
The Board	Approving all procurements over the Chair or CE's delegation limit. If a conflict of interest arises in relation to the CE or Chair, taking steps to remove that person from the project or process.

³ See definitions.

6. Tautuhi | Definition of terms applicable for this policy

Exemption Procurement

Exemption procurement means an exemption from open advertising generally in relation to procurements over \$100k. Rule 12 of the Government procurement rules specifies the recognised circumstances where an agency does not need to openly advertise a contract opportunity.

Procurements

The purchase of all goods and services at the Commission, whether or not a contract is entered into.

Procurement process

The steps the Commission takes to purchase or acquire goods and/or services from external suppliers. This covers the full life cycle: identifying the Commission's needs, planning the best way to meet them; sourcing the goods and services, and managing the contract to expiry.

7. Hātepe | Process

Staff are required to follow our *Procedure for Procurement* and *Procurement Guidance* when acquiring goods and/or services from external suppliers.

When in doubt, you should seek advice from the Chief Financial Officer to make sure that the procurement is aligned with the Government procurement principles and rules.

8. Ngā Ture Hononga | Related legislation and documents

This policy is guided by the following legislation and regulations:

- Crown Entities Act 2004
- [Government procurement rules](#) 5th Edition 2025
- [Principles of Government Procurement](#) (Rule 1)
- [Government Procurement Charter](#) (Rule 1)

Related documents:

- Procedure for Procurement
- Procurement Guidance
- Delegated Authority Policy
- Sensitive Expenditure Policy
- Fraud, Bribery and Corruption Policy
- Conflicts of Interest Policy

9. Whakaaetanga | Approval

Policy	Owner	Approval Authority	Date approved / Effective from	Minor Amendments Authority	Next Scheduled Review
Procurement Ref. number 1	Manager, Finance and Assurance	Board	Policy approved by the Board at the 30 April 2024 meeting	Chief Executive	April 2027

Procurement Ref. number 1	Chief Financial Officer	Board	Policy approved by the Board at the 30 April 2024 meeting	Chief Executive	February 2029
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Last Modified	What Was Modified	Approval Date
April 2024	Replaces Purchasing Policy. Changed from three to four procurement levels; updated procedures to align.	30 April 2024
October 2024	Updated role title to reflect organisational structure	1 October 2024
May 2026	Updated policy to align with the Government Procurement Rules 5 th Edition including adding 6 th principle and adjusting wording to more closely align with rules. Updating for role title changes and clarifying responsibilities.	3 June 2026