



Waimate
District Council

Procurement Strategy



Quality Record Sheet

Waimate District Council Procurement Strategy

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1.0 NOTES FOR READERS

This Procurement Strategy (The Strategy) has been prepared to outline the Waimate District Council's approach to the procurement of goods and services for its delivery functions. The Strategy has been prepared in line with Council's Procurement Policy, and in response to the requirements of Waka Kotahi (New Zealand Transport Agency). It is intended to provide guidance for Council staff and information to suppliers about Council's preferred approach.

This is the fourth iteration of the Procurement Strategy, following on from the 2019 version, which covered a wide range of activities. This strategy reflects the Government Procurement Rules and the emphasis on Broader Outcomes of Procurement (Broader Outcomes), as well as changes to Waka Kotahi requirements.

The changes incorporated in The Strategy include:

- recent updates to Council's Procurement Policy
- Waka Kotahi requirements; now aligned with the Government Procurement Rules published by MBIE
- the broader outcomes of procurement recognised
- removal of an indication of the work programme. This is now included in the Long Term Plan suite (Infrastructure Strategy, Long Term Plan, and Activity Management Plans)
- consideration of Roading Procurement assessments
- referencing other documents rather than including their content.

In procuring goods and/or services, Council considers the complexity of the goods and/or services required, how best value can be obtained, and the supplier market's capability.

A précis of the approach is provided in the Executive Summary while the main document details how procurement occurs in the context of Waimate District Council's Strategic Goals and Objectives along with an analysis of the supplier market.

WAIMATE DISTRICT COUNCIL APPROVALS

Recommendations:

1. Council adopts the Waimate District Council's Procurement Strategy dated February 2023

WAKA KOTAHI ENDORSEMENT

Recommendations:

1. Waka Kotahi endorses Waimate District Council's Procurement Strategy dated February 2023 in respect to the subsidised Transport Activity 2021-24 and 2024-27.
2. Waka Kotahi approves the continued use of in-house professional services in accordance with Land Transport Management Act 2003 s26, with much of the scale and scope of services provided remaining similar to that present provided.
3. Waka Kotahi approves a variation to increase the limit for closed contests to \$250,000 for physical works and professional services to align with Waimate District Council's Procurement Policy.

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2.0 EXECUTIVE SUMMARY

“It is Council’s view that we can deliver and maintain the levels of service and additional demands that you have come to expect within the district – a place we can all be truly proud to call home.”

(Mayor Craig Rowley, Waimate District Council - Long Term Plan 2021-31)

Waimate District Council seeks to procure goods and services to support the community in an affordable and efficient manner. The Waimate Long Term Plan 2021-31 puts a focus on infrastructure renewal, water services improvements, and the local economy.

Council procures goods and services through a variety of procurement methods, from small less formal engagements, through the well-defined multi-year maintenance contracts. There is also a significant reliance on in-house teams to operate and maintain utilities, and parks and reserves assets.

Council recognises the role of:

- Long-term contracts
- Preferred supplier arrangements
- Specialist suppliers
- Joint procurement groups
- Local suppliers
- Bundling work versus individual assignments
- Need for a simple approach for ‘minor’ procurement.

In preparing the Procurement Strategy (The Strategy), Waimate District Council has considered its planning framework, principles, and attitude to procurement.

It is a priority for Council to ensure there is sufficient capability and capacity within the in-house teams to undertake works and manage outsourced resources.

Outsourced resources providing physical works and professional services are essential for the Roothing and Footpaths Group as well as capital works for Water Supply, Sewerage and Stormwater activities.

Along with the in-house teams, suppliers are expected to understand the drivers of Council’s planning framework and the commitment made to deliver the agreed Levels of Service (LoS) to the community.

In general, Waimate District Council will utilise the guidance provided by the Waka Kotahi Procurement Manual (The Manual),

- Procurement Procedure 1 - Infrastructure, and
- Procurement Procedure 2 - Planning and Advice

Other activities will follow The Strategy, with The Manual providing guidance as required.

Within this approach Council will consider the most appropriate bundling of work for maintenance and construction (renewal and improvement) in terms of Council’s objectives and the market’s ability, capacity and competitiveness.

While retaining scope for in-house teams and small local suppliers along with the benefits to the local economy they can provide, Council also has a responsibility to recognise the efficiencies and benefits derived from larger and longer-term maintenance and construction contracts. Competitive tendering, where price and quality are evaluated, will be used to select suppliers for road maintenance and large capital projects in general.

In some cases, direct appointment may be the most effective approach, and this will be considered in terms of specialisation, market competitiveness, and the overall cost and efficiency to Council.

Opportunities for collaboration with other organisations will be considered where the procurement situation warrants such investigation. It is essential that collaborating organisations have compatible goals and operational procedures.

Suppliers are expected to understand the drivers of Council's planned approach and the commitment made to deliver the agreed LoS.

The appropriateness of the approaches used will be assessed regularly and The Strategy will be reviewed every three years in line with Waka Kotahi requirements. This will primarily relate to the Transport Activity and components funded through the National Land Transport Programme (NLTP), managed by Waka Kotahi.



3.0 PROCUREMENT IN THE WAIMATE DISTRICT COUNCIL CONTEXT

3.1 Introduction

“To say that there are challenging times ahead in local government would be something of an understatement. Therefore, it’s critical that we band together and push ahead to achieve our shared vision. There are some major decisions to be made in the coming months, and while we live in uncertain times, we’ll continue to do everything we can to inform, educate and lead on key issues...”

... whatever the future looks like, it’s important we continue to keep the conversation going... continue to make decisions in the best interests of our community.”

(Mayor Craig Rowley, Waimate District Council - Long Term Plan 2021-31)

Council provides goods and services to sustain the community and meet the changes in demand. Expenditure includes a combination of:

- operations and maintenance of assets
- renewal of assets
- construction of new infrastructure to improve the Levels of Service (LoS)
- construction of new infrastructure to meet changing demands and a growing population
- professional and general services to support Council functions.

Council has considered its planning framework, principles, and attitude to procurement as reflected in the Council’s Procurement Policy (The Policy) dated October 2019.

While the driver for the development of the Procurement Strategy (The Strategy) is compliance with the Waka Kotahi Procurement Strategy Manual (The Manual), Council acknowledges the Roding activity is the priority for The Strategy, as well as the relevancy to other asset delivery activities and desire for consistency across activities.

The New Zealand Government’s Procurement Rules (2019) have also been considered in terms of application to the organisation.

This approach aligns with The Policy, which applies across all of council’s activities, as below.

Figure 3.1: Council's Activity Groups


3.2 Procurement Policy Strategic Goals and Objectives

This Strategy aligns with Council's Procurement Policy (The Policy), which was adopted in October 2019.

The principles and objectives in The Policy provide linkages for The Strategy to Council's overall objectives and outcomes targeted. The following principles have informed the development of The Strategy and will continue to guide its users.

Value for money: *selecting the best possible outcome for the total cost of ownership.*

Transparency: *being open in the administration of funds.*

Accountability: *ability to provide complete and accurate records of the use of public funds.*

Fairness: *acting reasonably and impartially to all parties involved in the procurement process.*

These objectives align closely with Council's funding partner for Transportation, Waka Kotahi objectives:

- *Value for money*
- *Competitive and efficient markets*
- *Fair competition among suppliers.*

Furthermore, the principles align closely with the principles of Government Procurement (Government Procurement Rules and Waka Kotahi Procurement Manual):

1. *Plan and manage for great results*
2. *Be fair to all suppliers*
3. *Get the right supplier*
4. *Get the best deal for everyone.*
5. *Play by the rules.*

The preferred options are reflected in the discussion on delivering the work programme (Section 6.0 of The Strategy). Through adopting The Policy and The Strategy, Council is showing a consistent approach across the organisation and leadership in the sector.

3.3 Stakeholders

Successful procurement involves recognising the perspective of the stakeholders involved. Through The Strategy, Council gives as clear indication to suppliers of the extent of outsourcing and purchasing intended, as well as the procurement methods proposed. It is hoped that this will provide certainty for suppliers and that they can develop their own resources and personal accordingly.

Council acknowledges that the Broader Outcomes of Procurement (Broader Outcomes) can be achieved through smart procurement processes. As well as assisting Council achieve its overall objectives, community wellbeing can benefit stakeholders from the procurement processes implemented.

Engagement with stakeholders should always be considered early in the procurement process, with particular consideration of Broader Outcomes (see Section 3.10).

3.3.1 Mana whenua

Council recognise Te Rūnanga o Waihao as mana whenua with ancestral and cultural relationships within the Waimate District. Council also recognise Te Rūnanga o Ngāi Tahu as the iwi authority whose rohe (boundary) covers the Waimate District.

3.3.2 Other stakeholders

Other stakeholders identified are:

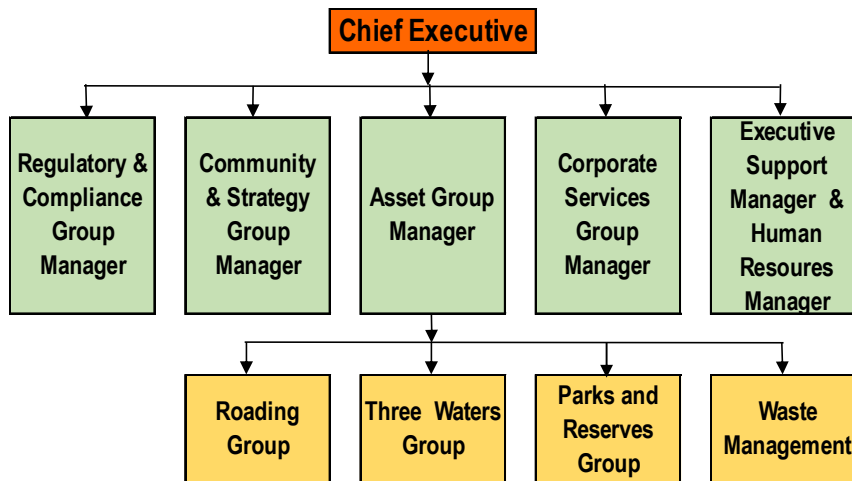
- Waimate District Council – the elected representatives, management team, staff and the community
- Waka Kotahi – Land Transportation’s investment and planning partner, and associated State Highway network provider
- Aoraki Rooding Collaboration ([ARC] – Ashburton, Mackenzie, Timaru and Waimate District Council) – collaborative approach to operations and procurement
- Other partner agencies – including neighbouring authorities and partners
- Contractors and consultant – physical works and professional services
- Suppliers of products and services.

3.4 Council’s Organisational Skills and Resources

Waimate District Council is a small sized local authority with capable and experienced but limited resources.

Council uses a mix of its own staff and external resources (where appropriate) to deliver Levels of Service and achieve associated planning and programmes. Council’s approach to asset management practice is in the ‘Core’ range.

Council functions are structured as illustrated below.

Figure 3.2: Council Organisational Structure

Council engages the assistance of specialist professional services supplier to support and complement the in-house engineering and asset management teams where required. There is no intention to vary the scope or scale of services provided through the in-house professional services unit.

3.5 Review of Service Delivery Options

Council undertakes regular reviews of options for service delivery as prescribed in the Local Government Act 2002 section 17a.

In July 2020 Council reviewed its options for the delivery of Road Maintenance and Renewal Services as required under section 17A Local Government Act 2002. This review was completed prior to the supplier selection process for the current Road Maintenance Contract, which was developed collaboratively through ARC. A five-year contract for road maintenance was established following this process.

The service delivery approach at the time of writing is shown below.

Table 3.1: Current Roads and Footpaths Service Delivery – Physical Works

Activity	Delivery Model	Competition Process	Supplier Selection	Next Tender Date	Contract Term	Current Supplier	Annual Value (approx.)
Road Network Operations and Maintenance	Outsourced term contract Collaboratively with ARC	Open	Price Quality Method with conditional combination tenders	July 2026	5 years (7 years if extension approved by WDC and Waka Kotahi)	Rooney Earthmoving Ltd	\$3.1 Million
Reseal Contract	Outsourced term contract Joint contract with TDC	Open	Price Quality Method	July 2023	2 years	Fulton Hogan	\$1.2 Million
Street Light Maintenance	Outsourced term contract	Negotiation	Direct appointment	Annually	1 + 1	Netcon Limited	\$6,000
Street Light Power	Via All of Government Contract					Genesis	\$30,000
Footpath Construction and Resealing*	Delivered under the "Road Network Operations and Maintenance Contract"					Rooney Earthmoving Ltd	N/A

Activity	Delivery Model	Competition Process	Supplier Selection	Next Tender Date	Contract Term	Current Supplier	Annual Value (approx.)
Pavement overlays and rehabilitation	Delivered under the "Road Network Operations and Maintenance Contract"					Rooney Earthmoving Ltd	N/A
Bridge Maintenance*	Delivered under the "Road Network Operations and Maintenance Contract"					Rooney Earthmoving Ltd	N/A
Street Cleaning	Outsourced term contract	Negotiation	Direct appointment	July 2021	5	Trevor Joyce Property Maintenance	\$75,000
Other Minor Maintenance Contracts	Kerb and Channel Replacement – Various delivery models and suppliers (Project based)						\$100,000
	Bridge Renewals and Component Replacement – Various delivery models and suppliers (Project based)						\$150,000
Capital Works	Various delivery models (Project based)						

* With options to direct appoint

Table 3.2: Current Roading Service Delivery – Professional Services

Activity	Delivery Model	Competition Process	Supplier Selection	Next Tender Date	Contract Term	Current Supplier	Annual Value (approx.)
In-house professional services - Strategy - Asset management - Network management - Traffic management - Some design - Some contract management	In-house	N/A	N/A	N/A	N/A	N/A	Various
Activity Management Plan (AMP) Development	Outsourced	Negotiation	Direct appointment	N/A	N/A	Waugh Infrastructure Management Ltd	\$18,000
Bridge Inspections	Outsourced	Negotiation	Direct appointment	July 2023	3 + 2	DCL Consulting Ltd	\$30,000
Pavement Condition Rating	Outsourced	Negotiation	Direct appointment	July 2023	1 year	Cabal Ltd	\$20,000
Pavement Roughness Rating	Outsourced	Negotiation	Direct appointment	July 2023	1 year	Shaw Consulting Ltd	\$10,000
Asset Valuation	Outsourced	Negotiation	Direct appointment	July 2025	1 year	WSP	\$28,000
Capital Works Design and Contract Management	Various delivery models (Project based)						

An issue highlighted in the review is the opportunity for more collaboration and optimisation in the professional services. This should be explored to ascertain where there is mutual benefit.

A section 17A review for Waste Services has been developed in combination with Mackenzie and Timaru District Councils, illustrating the commitment to collaborative options.

These reviews have been considered in the development of The Strategy and the recommendations of the reviews, and subsequent decisions of Council is reflected.

3.6 Definitions

The following definitions align with The Policy; Wherever possible these are consistent with central Government documents as cited.

Central to any Council led activity is the purpose of local government, this is defined in the Local Government Act 2002, s10.

Purpose of local government

(1) *The purpose of local government is—*

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and*
- (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

Procurement

Denotes all the business processes associated with purchasing, from the identification of needs to the end of a contract, or the end of the useful life and subsequent disposal of an asset. Procurement begins with identifying a need and planning how to proceed. It includes the specification and sourcing of products or services, negotiation, contracting, the management of supply arrangements, and it ends with the disposal of products or when the service contracts or agreements come to an end.

Emergency Procurement

Denotes procurement required as part of the response to a sudden unforeseen event, where life, health, property, or equipment is at immediate risk, or in order to maintain Council's service delivery to the community.

Public Value

Denotes achieving the best possible result from a procurement. For instance, procurement offers the opportunity to support New Zealand businesses, including Māori businesses and Pasifika businesses. Procurement can also contribute positively towards achieving environmental outcomes by supporting New Zealand's transition to a low emissions economy or reducing waste.

3.7 Health, Safety, and Wellbeing

Council is committed to leadership in the health and safety of its employees and external contractors.

The health, safety, and wellbeing of staff and contractors is a requirement and a concern for Council. Sound policies and practices are in place for staff, and contractors are required to meet appropriate standards.

Minimum health and safety standards are documented in Council's health and safety manual (October 2022)

Further improvements and changes to requirements are expected over the next few years, which Council will act upon.

3.8 Sustainability

Council is mindful of the competing tensions in the approach to procurement and seeks to achieve a sustainable balance between economic, environment, and social (including cultural) drivers.

Council is aware of the need to integrate sustainability objectives and actions into its business. A joint approach with Environment Canterbury is being pursued with the appointment of a sustainability officer in the District. This will build knowledge and opportunities for new initiatives in the District.

3.9 Climate Change Response

Council continues to develop its responses to the Climate Change Response (Zero Carbon) Amendment Act 2019 and is working on the development of relevant internal policies and procurement, as well as facilitating discussions with the Waimate communities regarding the wider impacts and changes signalled by the Zero Carbon Act 2019.

3.9.1 Climate Change

Climate change is considered as a moderate consideration in the Council's long term planning.

Waimate District Council uses guidance from the New Zealand government, based upon the best available climate science, to support the planning.

The Waimate District is expected to experience two of the main impacts of climate change – sea level rise and more extreme weather patterns. Sea level rise is considered the lesser of the influences as much of our coastline is elevated above mean sea level (MSL). Modelling of associated inundation, as a result of tsunamis, is known to affect very few Council controlled assets.

What is understood is that climate change associated risks will increase in time.

“Council recognised the roles of Local Government, NZ, the Ministry of Primary Industries, and the Ministry for the Environment and the Royal Society of NZ in researching and guiding a pragmatic response.”¹

Climate change is also relevant under the Waka Kotahi ‘*Framework for delivering Broader Outcomes*’² (2020).

It is anticipated further actions to reduce emissions will be part of Council's corporate planning framework, at which point funding of carbon assessments and carbon reduction initiatives will occur. In the meantime, there is a desire for Council to be agile enough to respond to opportunities to progress low emission initiatives as opportunities arise.



¹ Source Waimate Long term plan 2021-2031 Infrastructure Strategy Section

² <https://www.nzta.govt.nz/assets/resources/framework-for-delivering-broader-outcomes/framework-for-delivering-broader-outcomes.pdf>

3.10 Community Outcomes and Broader Outcomes

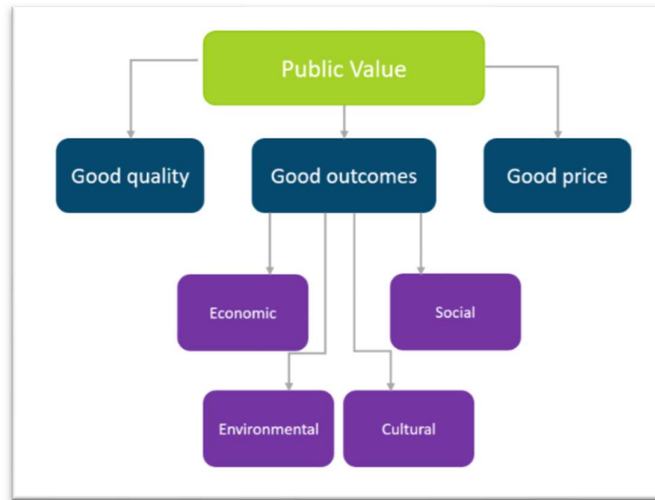
Figure 3.3: Council Community Outcomes (LTP 2021-2031)



The Government Procurement Rules acknowledge the wider benefits associated with procurement Rule 16. These are described as ‘secondary benefits’ to the key outcomes of the procurement process, which are more transactional.

Waka Kotahi Broader Outcomes Framework provides guidance on broader outcomes and options for implementation. This will be considered by Council through its overall approach to procurement.

Figure 3.4: Waka Kotahi Broader Outcomes Framework



In developing The Policy, Council noted the Broader Outcomes discussed in the Government Procurement Rules. **This Strategy reflects Council's approach as detailed in the Policy.**

Council has chosen its approach to deliver services through a combination of in-house teams and outsourcing carefully. As a relatively small Council, there is a desire to retain and develop some capacity and capability within the District, and not procure all services from outside the District. Similarly, the division of works needs to be suitable for a range of contractors, including smaller local suppliers.

Working in with neighbouring authorities also enables growth of knowledge and options for services delivery.

Table 3.3: Community Outcome Linkages to Activity (LTP 2021-31)

Community Outcomes		Transportation	Water, Sewerage and Stormwater
Thriving Community	<ul style="list-style-type: none"> A district that provides infrastructure for economic activity A District that encourages development A District that actively promote itself and its businesses 	Efficient and safe roading networks are part of the essential infrastructure for economic growth and development	<ul style="list-style-type: none"> Fault response Timely provision of utility services essential to supporting growth
Safe and Healthy People	<ul style="list-style-type: none"> A place where people are safe in their homes, work and public spaces Our services, infrastructure and Environment, enhance quality of life 	Safe and well-maintained roads, footpaths and road verges promote safety of all road users, including pedestrians	<ul style="list-style-type: none"> Safe Drinking Water Protect public health by ensuring a safe and viable sewerage disposal system. Flooding is adequately managed in urban areas. We have reliable, efficient and well-planned water, sewerage and stormwater infrastructure that meets the needs of residents. Customer Satisfaction

Community Outcomes		Transportation	Water, Sewerage and Stormwater
Sustainable District and Environment	<p>A district that is enhanced through sustainable and diverse development</p> <p>We value the natural environment, biodiversity and landscapes</p> <p>Our heritage is valued and protected</p>	A well-managed roading network minimises the adverse effects on the environment	<p>Ensuring the quality and quantity of discharges to the environment.</p> <p>Maintenance of the reticulation</p>
Active, Diverse and Supportive Community	<p>District assets provide recreation and leisure choice</p> <p>We celebrate and support the good things in our community</p>	Roads and footpaths are an important element in both the residential and rural environment for physical exercise, leisure activities and social contact	

Further consideration of the response to climate change and the integration of broader outcomes into Council's business will be developed through the Activity Management Plans. These plans are promulgated through the Long Term Plan, allow an opportunity for consultation and engagement with the community.

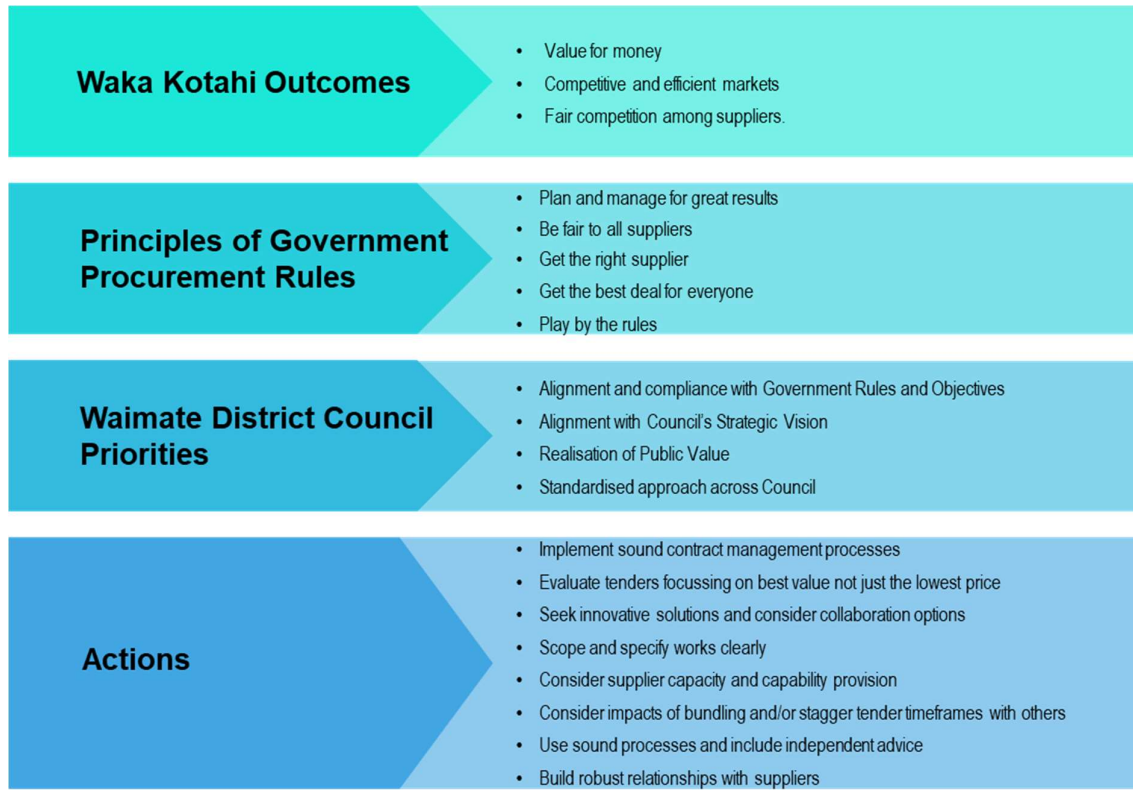
3.11 Potential Impacts of Water Reform on Procurement Practices

The pending changes to the delivery of Water Services will have a considerable impact on the scope and size of the procurement task at Council. However, given the overall scale of the range of activities Council is responsible for, the reform is not expected to affect the access to suppliers, or the capacity in-house to coordinate procurement activities.

3.12 How Objectives Will be Sought

The combination of outcome sought by Council and Waka Kotahi are achieved through implementation processes and actions, as indicated below.

Figure 3.5: Combination of Outcomes Sought by Council and Waka Kotahi



4.0 PROCUREMENT PROGRAMME

4.1 Programme Overview

Waimate District Council has embraced a strategy driven approach, the current projects underway and proposed have been developed through community consultation and integrated planning.

Creation of new infrastructure, along with maintenance, operation, and renewal of existing infrastructure is discussed in Council's Long-Term Plan and 30-Year Infrastructure Strategy.

This is a challenge for Council, and **value for money** is sought in all procurement. The Infrastructure Strategy highlights that the task of building, operating, and maintaining these infrastructure assets in an affordable manner is becoming increasingly difficult in view of:

- rapid Growth
- demographic changes
- environmental impacts and compliance requirements
- continually changing legislative environment
- infrastructure resilience
- aging of infrastructure
- funding challenges.

Council expenditure is dominated by the main infrastructural activities that account for over three-quarters of expenditure.

4.2 Procurement Programme by Activity

4.2.1 Roading and Footpaths

Waimate District Council's goal for the Roading and Footpaths activity is:

“to provide for the safe, convenient and efficient movement of people and goods around and through the district. This is achieved by providing a network of roads, footpaths, bridges, signs and markers, street lights and associated drainage systems.”

The Land Transport Management Act 2003 states that in preparing the National Land Transport Programme (NLTP), Waka Kotahi must take into account any relevant strategies along with the contribution made to the purposes of the land transport system –

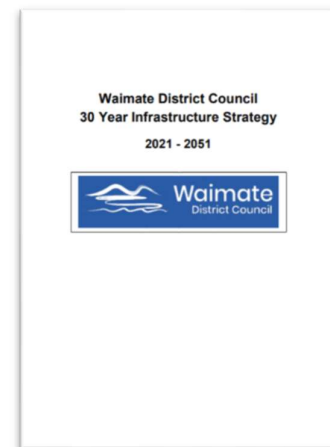
“Achieving an affordable, integrated, safe, responsive, and sustainable land transport system.”

The Land Transport Management Act 2003 has stated objectives being:

- economic development
- safety and personal security
- access and mobility
- public health
- environmental sustainability.

Roading and Footpaths procurement includes the following key components:

- maintenance of the transportation network
- renewal of assets
- design and construction of new assets
- data collection and analysis
- professional services for assistance and advice.



4.2.2 3 Waters Services

Waimate District Council's goal for the 3 Waters Services is to provide:

- *“a regular supply of water to the designated Waimate urban area and the six rural areas of Waimate to serve drinking, commercial and fire protection uses.*
- *stormwater drainage systems for the removal of surface water following rainfall events. In Waimate urban catchments this surface water is removed by a piped stormwater drainage system and existing kerb and channel networks.*
- *a piped wastewater collection system, a sewerage treatment plant and disposal system that safely removes sewage from urban homes in Waimate. It is Council policy to implement programmes for the relocation of wastewater disposal areas from riverbeds, wetlands or the margins of rivers, lakes and the coast and to implement programmes to reduce, and eventually cease the discharge of waste from the Council's sewerage reticulation and treatment systems into natural waterways.”³*

Council recognises the need to consider long-term strategic planning to cater for:

- climate change/variation, which could escalate the demand for water;
- legislation, which is becoming increasingly demanding on those seeking to access water or to discharge onto land or into water;
- sustainability, which requires the careful management of resources for today and for the future.

There is also some uncertainty about the structure of delivery and regulation of water supplies into the future.

4.2.3 Solid Waste Management

Waimate District Council's goal for the Solid Waste Management activity is:

- *“Waste Management provides a range of refuse and recycling collection and management services for urban and rural areas of the district for households and businesses.*
- *We operate a resource recovery park to process and sell recyclable materials and transfer residual waste to landfill in Timaru.*
- *Council provides education regarding recycling and waste minimisation.*
- *In accordance with the Waste Minimisation Act 2008, Council completes a Waste Management and Minimisation Plan every six years that assesses the provision of existing services and provides options for the delivery of future services.”⁴*

Essentially, waste is sorted, collected, recycled and processed and what remains is disposed of as residual waste. The main aim, consistent with the Waste Minimisation Act 2008, is to reduce the amount of residual waste that has to be disposed of.

The provision of services is generally supplied through long-term contracts with a high degree of regional integration.

4.2.4 Community Services Group

Waimate District Council's goals for Community Services Group is to:

- *“promote the social, cultural and economic development of our communities to ensure they have a good quality of life by.*
 - *providing and administering community grants*
 - *providing high quality library and information centre facilities*
 - *promoting economic development in the district*
 - *marketing the district*

³ Waimate District Council Long Term Plan 2021-2031.

⁴ Waimate District Council Long Term Plan 2021-2031.

- *improving community awareness and preparedness for emergency events and leading the community through such events as they happen.”⁵*

The provision of community services occurs through effective partnerships with the district's communities. Community participation in Council decision-making by managing community consultation and communication is encouraged.

Services provided include:

- Community Support
- Economic development and Promotions
- Library Services
- Emergency Management.

The population and demographic changes occurring within the District affect the demand for these services, while achieving a balance of services provided and affordability is a challenge for Council. Council staff and community committees work closely together to ensure appropriate solutions are achieved.

4.2.5 Community Facilities Group

Waimate District Council's goals for Community Facilities Group is to provide:

- *“facilities for sport*
- *recreation and cultural activities*
- *affordable community housing and buildings*
- *facilities that enable us to provide a range of services to the community.”*

The activities included in this group are: Camping, Cemeteries, Event Centre, Parks and Public Spaces, Property and Swimming Pool.

The provision of community facilities occurs through effective partnerships with the district's communities. Community participation in Council decision-making by managing community consultation and communication is encouraged.

Facilities provided include:

- recreation reserves, community centres and swimming pools
- community centres and halls
- libraries, which also operate as service centres for Council to provide residents localised access to Council services
- open spaces in the townships
- buildings which support the delivery of Council services and programmes
- cemeteries
- public toilets
- camping facilities.

The population and demographic changes occurring within the District affect the demand for these facilities, while achieving a balance of facilities provided and affordability is a challenge for Council. Council staff and community committees work closely together to ensure appropriate solutions are achieved.

4.2.6 District Planning and Regulatory Services Group

Waimate District Council's goals for District Planning and Regulatory Services Group is to:

- perform statutory functions as required

⁵ Waimate District Council Long Term Plan 2021-2031.

- deliver timely, efficient processing of consents and related requirements
- investigate and respond to public complaints
- resource consents are monitored to ensure compliance
- protect the public from dog and animal related nuisances and dangers
- provide quality customer services that meet the expectations of the community.

This group is concerned with monitoring and enforcement functions across a wide cross-section of statutes, focusing on the protection of community health, safety and amenity. Another major function of the group is processing consents under the Building Act 2004 and the Resource Management Act 1991.

4.2.7 Organisation and Governance Group

Waimate District Council's goals for Organisation and Governance Group is to:

- provide good quality governance for the community in an open and transparent manner
- communicate with the community
- advocate for the community.

This group of activities supports and guides all activities carried out by Council. The activity enables Council to function and provide stable, transparent, effective, efficient and accountable local governance to the District. The group administers all financial aspects of Council activities, customer services and administrative support as well as providing support for elected representatives and leading the strategic planning and direction of Council.



5.0 PROCUREMENT ENVIRONMENT

5.1 Analysis of Supplier Market

5.1.1 Overview

Waimate District Council is served by a range of suppliers. Many of the large national/international organisations have bases in Timaru, Christchurch, and Dunedin, and there are some small to medium enterprises based in the District. There is sufficient level of interest in tenders and competition between suppliers.

5.1.2 Physical Works Suppliers

Physical works suppliers enable the establishment of new assets as well as maintain them to provide the required Levels of Service (LoS). Works are undertaken under the direction of Council staff, or a consultant project manager.

Suppliers include:

- General contractors
- Civil construction contractors
- Specialist contractors
- Safety products and services
- Chemical suppliers
- Electricity suppliers
- Telecommunications.

5.1.3 Professional Services

Council has an in-house unit that provides professional engineering and management services to all asset-based activities. Additional professional services are outsourced when there is a peak workload beyond the capacity or specialist expertise of the in-house teams.

The in-house professional services agreement is reviewed annually.

5.1.4 Professional Services Suppliers

The in-house teams are complemented when necessary, by a range of professional services providers, the majority of these are based in Timaru and beyond. The role of specialist professional service providers is typically to boost capacity or knowledge beyond what Council can achieve from its in-house resources.

Services procured include:

- Audit and risk management
- Asset management
- Banking
- Legal advice and services
- Monitoring products and services
- Laboratory services
- Debt management
- Land surveying
- Data collection
- Software and support.

5.1.5 Council Controlled Organisations

Waimate District Council does not have ownership of any service delivery organisations.

5.1.6 Specialisation

Council has identified that specialised skills and resources are necessary to support Council functions. In some cases, specialisation relates to supplier organisations with skills and knowledge and/or supplier organisations with key staff.

Council acknowledges that there are real costs in changing providers, including the loss of institutional knowledge and business continuity; and this should be reflected in Councils procurement processes. Council also acknowledges there are a range of suppliers with valuable skills, plant, knowledge and expertise, but none of these suppliers are regarded as sole suppliers.

Council is also reliant on a number of other Information Technology providers, these are highly specialised areas.

5.1.7 Relationship with Suppliers

Waimate District Council enjoys the benefits of working with a range of well-established suppliers. Council encourages a team approach, and Council's contract managers are often hands-on working in a close relationship with suppliers. This approach aims at ensuring there are joint objectives and understanding, leading to better performance and less conflict.

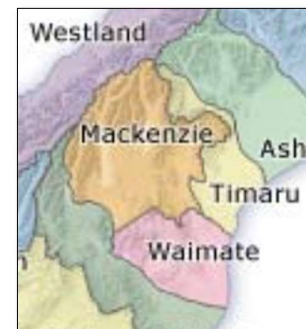
Council is confident its mix of suppliers and the relationships built on trust and respect in place are effective and appropriate.

5.2 Analysis of the Impact of the Procurement Programmes on Other Approved Organisations and Other Entities (Waka Kotahi requirement)

Waimate District Council is actively involved with neighbouring authorities and other agencies such as, Waka Kotahi and Environment Canterbury (ECan), particularly through the Canterbury Regional Land Transport Programme and other collaborative initiatives.

Council's road network linkages with other organisations include:

- Waka Kotahi – integrated State Highway network across and beyond the District
- Environment Canterbury – regional transport planning, stock effluent stations; and provision of public transport services (not applicable to Waimate)
- KiwiRail – as the rail operator in the District
- Timaru District Council – boundary District and numerous other local and State Highway connections
- Waitaki District Council – boundary District and connection via the Waitaki dams and State Highways
- Mackenzie District Council – boundary District and numerous other local and State Highway connections



Multi-agency relationships exist within the following activities:

- Rural Fire
- Rural Water Supply (Downlands)
- Waste Disposal
- South Canterbury Road Safety (SCRS)
- Aoraki Rooding Collaboration (ARC).

In developing The Strategy, Council has consulted with neighbouring authorities through ARC. Discussion with neighbouring authorities reinforce the current approach that agencies will continue to consider opportunities to work together on a case by case basis.

While Waimate District Council is a significant buyer of goods and services within the Waimate District, the proportion is insufficient to affect the composition of suppliers when compared to other entities. For this reason, Council is mindful of the bundling of works and the role of in-house teams to ensure there is adequate capacity and competition within the sector.

Council does not see its procurement approach having a significant impact on other authorities.

In the broad supplier market, the procurement decisions made by Council are not regarded as significant, the impact on local suppliers is more pronounced. This includes Consultants, Contractors, and Sub-Contractors.

5.3 Collaboration and Shared Services

As identified above, Waimate District Council is involved in a number of multi-agency relationships. These will be tested from time to time to ensure they are delivering a value for money result. Further opportunities for working with others will be explored as a priority, and Council will consider both short and long terms benefits in such assessments.

Council has agreed to work closely with the other South and Mid-Canterbury Councils in the roading activity through ARC. This includes combined contract documentation and asset management operations. The potential for a similar agreement across water services was being explored but put aside as three waters reform superseded this opportunity.

The Councils also collaborate over Rural Fire, Emergency Management, Economic Development and Strategic Planning.

5.4 Waka Kotahi Delegations and Works

Waka Kotahi State Highways (SH) have delegated authority to Waimate District Council for the following works:

- Streetlight maintenance
- Streetlight electricity supply.

Street sweeping and sump cleaning is also undertaken on SH within townships.

These are procured as part of the Road Maintenance Contract, Streetlight Maintenance Contract, and Councils All-of-Government electricity purchase.



6.0 DELIVERING THE WORK PROGRAMME

6.1 Service Delivery Strategy

The 30-year Infrastructure Strategy (IS) informs this Procurement Strategy (The Strategy) on the approach Council will engage.

In providing services to residents and visitors through the use of infrastructural assets... Council's priorities in respect to Water, Sewerage, Stormwater and Roads and Footpaths are to:

- *Maintain the District's roads to a safe standard and fit-for-purpose for the long term*
- *Using efficient and effective asset management practices to maximise roads and footpaths asset life to provide a resilient network.*
- *Demonstrate to customers that Council is managing the assets responsibly.*
- *Ensure that the level of service required by customers is provided at the lowest long-term cost to the community.*
- *Customers will be regularly consulted over the price/quality trade-offs resulting from alternative levels of service*
- *Provide a continuous supply of potable water to meet agreed demands.*
- *Maintain sewage disposal and treatment facilities to protect public health through ensuring good sanitary standards and freshwater management.*
- *Manage the impacts of land use change and growth.*

This highlights the need to focus on maintaining networks well and seeking whole-of-life solutions. This means a holistic view of asset creation should be taken to ensure a sustainable and value for money approach is taken.

6.2 Roading and Footpaths Service Delivery Business Unit

Council has an in-house service delivery business unit for delivery of Roading and Footpaths activities. This includes Council's subsidised Land Transport Programme, in accordance with the Waka Kotahi Manuals and guidance.

Strategic and management functions are provided by Council's Organisation And Governance Group, which provides advice, planning, and guidance over asset activities to ensure the appropriate levels of service are provided and funded. This is conducted primarily through the formulation of Activity Management Plans, which inform the Long-Term Plan and Infrastructure Strategy.

6.3 Procurement Policy - Contract Requirements

"As a guide, the following table indicates the most appropriate approach for different contract values. It should be noted that this general guide and special circumstances may affect the appropriateness of any approach."

(Waimate District Council – Procurement Policy October 2019)

The thresholds for procurement procedures discussed are illustrated in Table 6.1 below.

Table 6.1: Procurement Policy Procedures

Supplier Selection Process				
Method	Contract \$ Value			
	\$0 to 40,000	\$40,001 to \$100,000	\$100,001 to \$250,000	Over \$250,000
Direct Appointment	✓	✓	✓	✗
Lowest Price Conforming Tender	✓	✓	✓	✓
Purchaser Nominated Price (Professional Services only)	✓	✓	✓	✓
Price Quality (e.g. Weighted Attributes)	✗	✓	✓	✓

KEY	✓ Most Appropriate	✓ Appropriate	✓ Less Appropriate	✗ Generally Not Appropriate
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NZTA Rule 10.9 (modified)	Direct Appointment			
	Closed Contest			
	Open Contest			

Direct appointment between \$100,000 and \$250,000 shall only be where there is a demonstrated case that Procurement manual, section 10.9 *Direct appointment and closed contest of low dollar value contracts*, or, 10.10 *Direct appointment of a monopoly supplier*, or, 10.11 *Direct appointment where competition will not help obtain best value for money* are fulfilled.

For the Roothing and Footpaths activity, Waimate District Council intends to follow the Waka Kotahi Procurement Manual's Procurement Procedure 1 – Infrastructure, and Procurement Procedure 2 – Planning and Advice. In Civil Defence Emergencies (declared or significant), the standard procurement procedures may be suspended.

6.4 Roothing and Footpaths

6.4.1 Key Attributes and Value for Money Strategy

Council uses both in-house teams and outsourced resources. Asset Management planning and collaboration is undertaken with other organisations to assist with lifecycle planning.

Regional alignment and prioritisation of subsidised transport activities is undertaken through the Regional Land Transport Programme (RLTP), which is then submitted for funding to the National Land Transport Programme (NLTP) managed by Waka Kotahi. Activities that are approved for funding are then implemented by Council utilising the appropriate delivery model and supplier selection method to suit the task.

Within the Roothing and Footpaths Activity, Council is mindful of the Land Transport Management Act 2003 requirements, particularly consistency with sections 20 and 25.

Suppliers are expected to understand the drivers of Council's planned approach and the commitment made to deliver the agreed Levels of Service.

The key actions this strategy identifies in seeking value for money are:

- Implement sound contract management processes
- Evaluate tenders focussing on best value not just the lowest price
- Seek innovative solutions and consider collaboration options
- Scope and specify works clearly
- Consider supplier capacity and capability provision
- Consider impacts of bundling and/or stagger tender timeframes with others
- Use sound processes and include independent advice
- Build robust relationships with suppliers.

6.5 Proposed Delivery Models and Supplier Selection Methods

Waimate District Council recognises the role of:

- Long term contracts
- Preferred supplier arrangements
- Specialist suppliers
- Joint and collaborative procurement
- Local suppliers
- Bundling work versus individual assignments
- The need for a simple approach for 'minor' procurement.

All of Government approaches are used where beneficial to Council.

Waimate District Council believes the circumstances of the procurement situation should govern the approach rather than threshold limits. These circumstances include:

- Preferred supplier arrangements in place
- Number of suppliers (specialists and timeliness)
- The role of local suppliers and Councils Contracts and Tenders Policy
- Joint procurement opportunities
- If the procurement is minor (relative to the scale of the activity)
- Opportunities for bundling with other projects, activities or organisations)
- The procurement process involved and documentation required
- Broader procurement objectives.

A decision tree is shown in the appended flowchart (Appendix A). This flowchart is expected to cover most situations, whether it be a minor item such as stationary or repairs, through to large contracts and projects.

Once these circumstances are addressed and should a 'typical procurement approach' be appropriate, this can proceed within the threshold stated by Waka Kotahi and listed in The Strategy.

Thresholds provide maximum limits for different procurement methods; when procuring goods and services staff should consider what method should be used to achieve the best result, rather than just what method can be used.

The appropriateness of the different approaches is sections to follow.

6.5.1 Determine Supplier Selection Process and Select Supplier

1. Consider the complexity of the goods and/or services involved to determine the extent of documentation required.
2. Is assistance required to prepare the documentation? If so, this is another procurement process that is required.
3. How will "value for money" be obtained?

- The key criteria are fit-for-purpose, timeliness, and cost.
4. How competitive is the market? If there are a number of suppliers, then an open or closed contest. If this is not known, then a two-stage process involving a Registration Of Interest (ROI) can be used. (Refer to the Contract Administration Manual for details on the ROI process.)
 5. As a guide, Table 6.1 indicates the most appropriate approach for different contract values. It should be noted that this is general guide, and special circumstances may affect the appropriateness of any approach.

6.6 Options Considered

Ensuring in-house teams have adequate capacity to meet community expectations and compliance levels remain a priority.

Minor physical works and professional service engagements are provided by a range of suppliers (contractors and consultants) and often by direct negotiation. This enables Council to gauge the performance of suppliers and maintains competitiveness across smaller projects.

6.7 Bundling and Division of Works

Goods and services purchased relate to both Physical Works and Professional Services.

Physical works may be capital works (project based) or operations and maintenance (typically term contracts). The division of maintenance works has been across activities, with larger contracts covering the entire District is favoured.

Council will consider value for money including broader outcomes in the division and bundling of capital works with the supplier market in mind. This is intended to provide opportunity for a range of suppliers and ensure that a competitive and capable supplier base is sustained.

Figure 6.1 illustrates the procurement composition as at 1 February 2023:

Opportunities for splitting contracts and bundling activities in different ways are to be considered with each round of operations and maintenance contracts and professional services contracts.

Capital works are undertaken separately or packaged depending upon the value for money outcome.

6.8 Impact of the Preferred Approach

The impact of the preferred approach on value for money, fair competition, and competitive and efficient markets is identified:

- There is a range of competent suppliers able to serve Waimate District Council effectively
- In-house teams are supplemented by additional resources where required
- Appropriate bundling should ensure that adequate competition is assured
- The impact on other organisations is not regarded as significant.

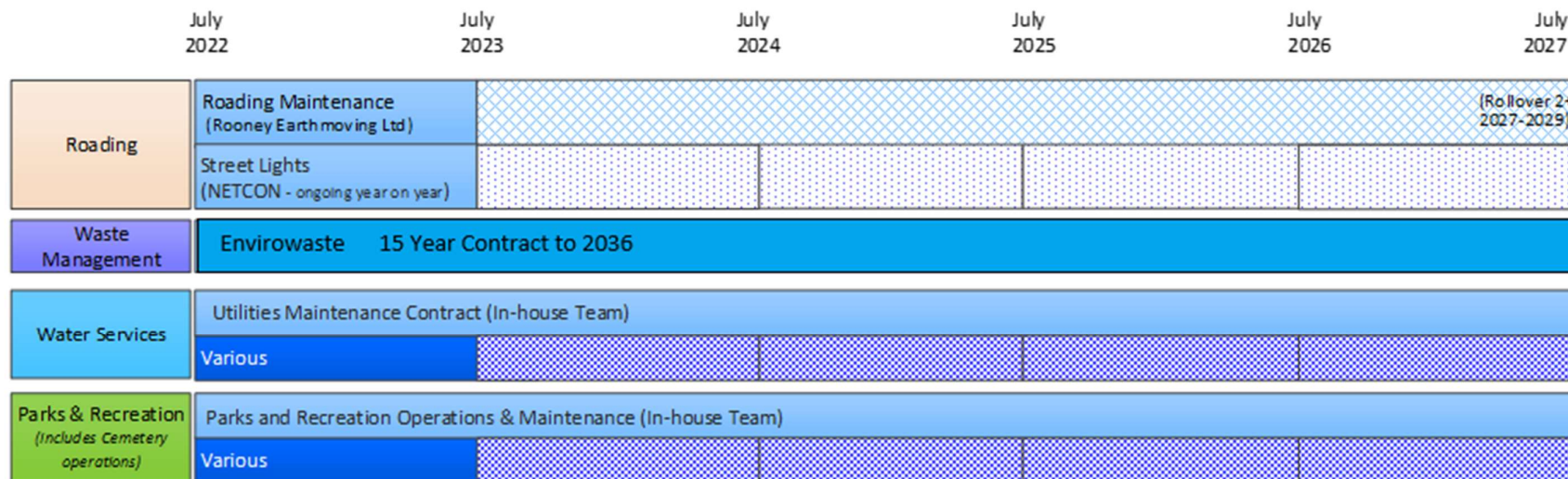
6.9 Risk Identification and Management

The key risks identified relate to coordinated planning and the ability of Council and external entities to deliver the level of services required. This risk relates to operations and maintenance, as well as capital works.

For Roding and Waste Management works, Council is committed to and reliant on multi-party approaches via collaboration with neighbours, while Water Services, and Parks and Reserves are delivered through in-house teams. This approach provides some risk mitigation as there is a combination of in-house and out-sourced resources. Individual contracts for capital works provides extra resources and creates opportunities for other suppliers to work with Council.

Network failure is the greatest risk for Council as an essential services provider. The risks associated are assessed and discussed in each of the Activity Management Plans.

Figure 6.1: Council Procurement Composition



KEY



Table 6.2: Procurement Methods for Roading and Footpaths

Activity	Delivery Model	Bundling	Supplier Selection	Likely Contract Form
Road and Footpath Network Operations and Maintenance	Outsourced term contract Collaboratively with ARC	One or more Term Maintenance Contracts (geographically defined)	Public Tender (RFP) every five years* Price Quality Method	Formal Contract NZS3917:2013 based
Street Cleaning	Outsourced term contract	Include with Road and Footpath Network Operations and Maintenance	Direct appointment	Formal Contract NZS3917:2013 based
Maintenance - Bridges, Structures		Include with Roading Term Maintenance Contract(s)		
Street Light Maintenance	Outsourced term contract	One reactive works Maintenance Contract (\$10k pa)	Direct appointment	Formal Contract NZS3917:2013 based
Street Light Electricity supply		Via All of Government Contract	Public or Selected Tender for all of Council	Formal Contracts (maybe supplier format)
Reseals	Outsourced term contract Joint contract with Timaru DC	Multi Party Funding Agreement with Timaru District Council	Public Tender (RFP) Price Quality Method	Formal Contract NZS3910:2013 based
Renewals and Improvements (Roads, Footpaths, Bridge),	Staged	Individual Contracts or Multiple Projects per Contract (geographically defined) Design and build for complex projects Minor improvement maybe included with Roading Term Maintenance Contract(s)	Public Tender (RFP) Lowest Price Conforming Price Quality Method	Formal Contract NZS3910:2013 based
Streetlights Renewal and Improvements	Staged	Include with Streetlight Term Maintenance Contract Design and build for large projects		
Professional Services (e.g., Asset Management Planning, Design)	Staged	Individual assignments or complementary projects Streetlight professional services bundled with streetlight maintenance contract	Direct Appointment Public or Selected Tender (RFP) Price Quality Method	IPENZ Short Form Agreement
Road Safety & Community Programmes	In-house	Multi Party Funding Agreement with Timaru District Council and Mackenzie District Council		
Network and Asset Management	In-house			

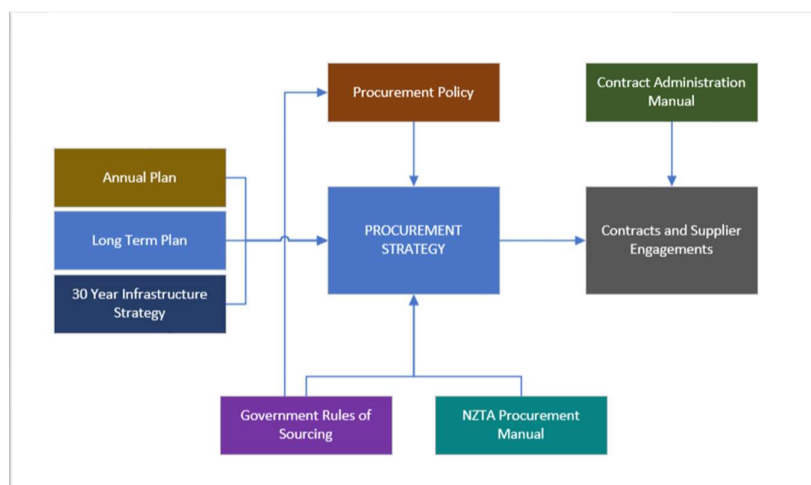
(*5-year terms may be extended to 7 years if approved)

7.0 PROCUREMENT STRATEGY IMPLEMENTATION

7.1 Interaction with Other Documentation

This Procurement Strategy (The Strategy) is linked to Council and the Waka Kotahi wider planning frameworks as well as implementation rules and guides. These are illustrated in Figure 7.1:

Figure 7.1: Document Linkages



Council's Expenditure Delegations and the Waka Kotahi Procurement Manual are vital links to The Strategy and its implementation.

7.2 Contract Management Approach

Physical Works Contracts are managed through Councils in-house teams.

Professional Services for strategic and asset management functions are managed directly by the Asset Manager.

Given the experienced team and planning regime structures in place; Council is able to define outputs for maintenance and construction works effectively. Along with the desire to retain in-house capacity, bundling professional services with physical works is not usually favoured (for example, Performance Specified Maintenance Contract) unless the task is sufficiently complex or large where this cannot be accommodated with internal resources.

7.3 Advertising and Engaging with the Market

Council recognises that effective outcomes rely on sound relationships.

Open tender opportunities are advertised via Government Electronic Tender Service (GETS) is underway in line with Waka Kotahi and Government Procurement guidance.

7.4 Tender Evaluation Teams

Tender evaluation teams are required for tenders that exceed the delegated authority of executive staff.

Typically, the teams include:

- The staff member responsible for procuring the goods or services
- The relevant Activity Manager
- Qualified Tender Evaluator.

7.5 Probity and Specialist Advisors

Qualified tender evaluators are required for all contracts with an estimated value over \$200,000 where the works will receive financial assistance from Waka Kotahi. Project managers will determine if a qualified tender evaluator is required for other evaluations.

For significant contracts, particularly multi-year contracts, Council shall consider the involvement a probity auditor, or a specialist advisor for tender evaluations and/or negotiations.

7.6 Monitoring and Auditing

The appropriateness and effectiveness of The Strategy will be evaluated as services are engaged and will be reviewed every three years as part of the development of the Waimate District Council's Long-Term Plan and the National Land Transport Programme.

Transparency and accountability checks occur through Council's normal business practices, including audits by Audit New Zealand and Investment (procedural and technical) Audits by Waka Kotahi on subsidised transport activities.

7.7 Communication and Endorsement

The Procurement Strategy (The Strategy) was first published in 2010. This followed a broad review of processes, workshops with staff and training about the new procurement environment.

In 2019, Council adopted a Procurement Policy (The Policy) for the organisation. For land transport, Waimate District Council works closely with Ashburton, Mackenzie and Timaru District Councils through the Aoraki Roading Collaboration. The Strategy reflects The Policy and changes to the Waka Kotahi Procurement Manual (The Manual).

Responsibility for the Strategy and its currency primarily lies with the Roading Manager who is responsible for the continuity of subsidised transport funding. Reviews and Waka Kotahi endorsement of The Strategy is a requirement for continued funding. The utilisation of The Manual and a corresponding Procurement Strategy such as this is seen as best practice that is sought to be extended over all the asset activities in a consistent manner. Ultimately however responsibility for each specific activity lies with the respective Asset Manager.

Endorsement and Approvals are included in Section 1.0.

A current version of this procurement strategy shall be available on Council's website along with any departures from the processes published.

7.8 Improvement Plan

Council acknowledges there are opportunities to improve Th Procurement Strategy (The Strategy) and Council's procurement processes.

The following procurement items have been identified as future actions:

- Monitor the achievement of The Strategy objectives (refer Section 7.6, Monitoring and Auditing)
- Review appropriateness of Health and Safety accreditation and monitoring processes.

The Roading Unit has undertaken a SMART (Specific, Measurable, Achievable, Realistic, Timed) Buyer Assessment and is also undertaking the REG (Te Ringa Maimoa) Procurement Self Assessment.

Both of these assessments will guide improvements to processes, which will be included in Activity Management Plan Improvement actions.

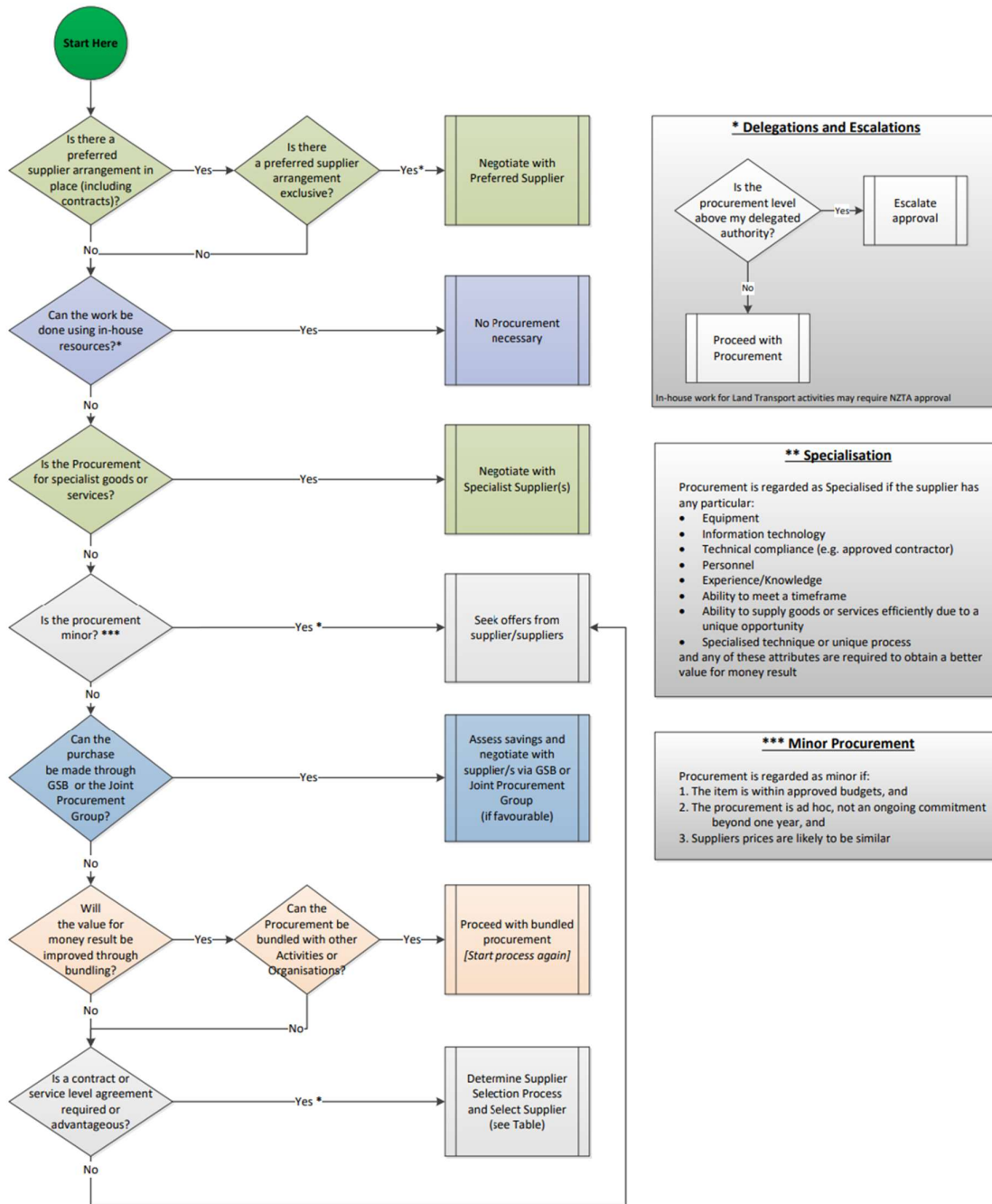
7.9 Future Endorsement and Revision

In terms of Waka Kotahi Procurement Manual Rule 10.4, endorsement of the Procurement Strategy is required at least every three years. A review shall be undertaken prior to seeking such endorsement.

Any significant departures from the approach discussed in The Strategy will be the subject of special application to Waimate District Council and Waka Kotahi.

In year four of the Road Maintenance Contract Term, Council will assess the performance of the contract and if favoured, discuss potential extension of two years with Waka Kotahi.

8.0 APPENDIX: PROCUREMENT FLOW CHART



(Source Waimate District Council Procurement Policy)

9.0 APPENDIX: WAKA KOTAHI (NZTA) ENDORSEMENT.



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24 April 2023

Robert Moffat
Roading Manager
Waimate District Council
PO Box 122
Waimate 7960

Dear Robert,

Transport Procurement Strategy Endorsement

Thank you for your request seeking endorsement from the Waka Kotahi NZ Transport Agency for the Procurement Strategy dated 11 April 2023.

I am pleased to confirm that Waka Kotahi has reviewed the Procurement Strategy dated 23 March 2023. This document forms Waimate District Council's Procurement Strategy, the requirements of which are outlined in the Waka Kotahi Procurement Manual.

We are satisfied that it meets the requirements of the Waka Kotahi Procurement Manual and formally endorse the Procurement Strategy effective 24 April 2023.

We would like to draw your attention to the following matters. Waka Kotahi:

1. approves the continued use of a variation to the rules in the Procurement manual, section 10.9 *Direct appointment and closed contest for low dollar value contracts* to allow Waimate District Council to use a maximum dollar value threshold of \$250,000 for closed contest.
2. approves the continued use of in-house professional services by Waimate District Council, in accordance with s26 of the Land Transport Management Act.
3. notes that Waimate District Council has entered into a road network operations and maintenance term service contract with a maximum term of seven years (5+2 years). The Waka Kotahi Procurement Manual stipulates that the maximum term of a term service contract shall be five years, unless approved under s25(1) of the Land Transport Management Act.

Our endorsement of the Procurement Strategy is therefore subject to the following conditions:

4. Waimate District Council noting that a variation to the rules in Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Waimate District Council to use a maximum term greater than the five years stipulated in the Procurement Manual for the road network operations and maintenance term service contract has not been considered at this time.
5. Waimate District Council is expected to seek approval from Waka Kotahi in Year-4 of the contract term prior to extending the term service contract beyond the maximum of five years.

The Waka Kotahi Procurement Manual requires approved organisations to review their Procurement Strategy at a minimum once every three years and ensure that they always remain fit for purpose. The Procurement Strategy's endorsement will expire on the 24 April 2026, and you are encouraged to seek endorsement of a new or revised Procurement Strategy in advance of this date.

If you would like to discuss this matter further, please do not hesitate to contact Philip Walker, Approved Organisations Senior Procurement Advisor, directly on 021 633986.

Yours sincerely



Shane Avers
Acting Senior Manager Procurement

16.5 WAIMATE DISTRICT PROCUREMENT STRATEGY ADOPTION

Council considered adopting the Waimate District Procurement Strategy.

Council's Roading Manager was in attendance.

RESOLUTION 2023/137

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That the Waimate District Procurement Strategy Adoption report is accepted; and
2. That Council adopts the Waimate District Council Procurement Strategy dated March 2023 as presented.

CARRIED