

Our Reference: 191119161416

19 November 2019

Mr G Hill  
Email: @requests.fyi.org.nz

Dear Mr Hill

You recently enquired about the Council's procurement policy to which we supply the following information.

The Council has a Procurement and Contract Management Policy which was last reviewed and updated in February of this year. We attach a copy for your reference.

All tenders are opened following a strict protocol, and different values will require senior management team member(s) or councillors to be present at the tender opening. Some tenders are accepted on best price, whilst others are accepted on attributes following an evaluation process. To accept tenders, again the value and formal delegation of position determines whether it is the senior manager, Management Team/Chief Executive or the Council (over \$1m) that require formal approval following all the processes before a tender is accepted.

I trust this answers your current query.

Yours sincerely

Sarah Nichols  
Governance Manager