

## Sport NZ Group Procurement Policy

### Statement of Purpose and Policy Objectives

1. This document provides a framework to ensure all staff (including employees, secondees, contractors, and board members) have a clear and consistent understanding of the required approach to procuring goods and services for the Sport NZ Group.
2. The objectives of this policy are to promote best procurement practices to ensure:
  - expenditure on goods and services is effective and efficient and achieves best value for money for Sport NZ and HPSNZ;
  - sound and commercially astute practices are used to select, engage and manage suppliers, with due consideration given to environmental, social and economic sustainability;
  - procurements are properly planned, conducted and documented at a level of detail commensurate with their value, complexity and risk profile;
  - procurement activity is undertaken in accordance with other Sport NZ and HPSNZ policies, relevant legislation, [Government Rules of Sourcing](#), and the New Zealand Government's expectations of public sector procurement; and
3. Procurements are used to support wider social, economic, cultural and environmental outcomes that go beyond the immediate procurement where this is practical.
4. This Policy should be read in conjunction with the Procurement Guidelines Document.
5. Key terms used in this document are explained in the **Definitions** section.

### Background

6. Sport NZ and HPSNZ collectively spend approximately \$30 million each year purchasing a wide range of goods and services, from office consumables such as stationery, to IT equipment and specialist consultancy services such as market research.
7. As a Crown Entity and Subsidiary, Sport NZ and HPSNZ spend public money, and therefore have a responsibility to be accountable for expenditure. Transparency, fairness and equity are important principles that must be adhered to at all times.
8. The Sport NZ Group must comply<sup>1</sup> with the [Government Rules of Sourcing](#) (the Rules).

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<sup>1</sup> Sport NZ is listed as one of the Agencies required to apply the Government Rules of Sourcing:  
<https://www.procurement.govt.nz/about-us/mandate-and-eligibility/eligible-agencies-procurement/>.

9. The Rules are designed to enhance the standard of, and introduce a more consistent process across, Government procurement activities. These have been endorsed by Cabinet and set the standards for procurement across the New Zealand Government. They apply to all procurement with estimated whole-of-life value (excluding GST) of \$100,000.
10. This policy is aligned with the Rules and their intended impact on procurement.
11. The Sport NZ Group has public law obligations to act fairly and reasonably in a procurement situation and its actions and decisions could be subject to judicial review, a complaint to The Ombudsman or action under Common Law or Contract Law.
12. These risks can be managed through following this policy, seeking (and taking) appropriate advice, and always acting fairly and reasonably in dealing with suppliers, with the ultimate view to achieving value for money.

### Scope and Application

13. This policy captures the principles, roles and responsibilities, procurement methods and other considerations such as contract management, managing conflicts of interest and confidentiality, and documentation, record keeping and reporting requirements for procurement of certain categories of goods and services across the Sport NZ Group.
14. The following table sets out the various categories of procurement undertaken across the Sport NZ Group together with details of which categories are in or out of the scope of this policy. Those that are in scope are referred to throughout this policy as "procurement".

Nature of Spend	In/Out of scope
<ul style="list-style-type: none"> <li>Procurement of all goods and services, including capital purchase;</li> <li>Engaging consultants and contractors to provide services to, or on behalf of, Sport NZ and HPSNZ (excluding HPSNZ Specialist High Performance Support)</li> <li>Engaging consultants and contractors to provide services to, or for partners/providers</li> </ul>	In Scope
<ul style="list-style-type: none"> <li>Engagement of board members, or entities they have an interest in, to provide goods or services (excluding services as directors of the Sport NZ or HPNZ Boards)(refer Cabinet guidelines and Conflicts of Interest policy)</li> <li>Sector Investments (refer Investment policies &amp; guidelines)</li> <li>HPSNZ Specialist High Performance Support (refer HPSNZ specialist contractor guidelines)</li> <li>Expense Claims (refer Sensitive spend policy and travel guidelines)</li> <li>HPSNZ's Food Network Partnerships and Athlete Friendly Network</li> <li>Employment of permanent and/or fixed-term Sport NZ Group employees, secondment of staff, employment of board members (refer HR policies)</li> </ul>	Out of Scope

15. This policy applies to all staff of the Sport NZ Group and all Procurement by any contractual means.
16. This policy applies from the time the procurement opportunity is identified, through until after the procurement has been completed (whether as a one-time purchase or a contractual commitment over an extended period).

## Policy

17. All Sport NZ Group procurement shall be conducted in accordance with the five principles of Government procurement underpinning the Rules. These principles apply to all procurement, regardless of value. They are:

- plan and manage for great results;
- be fair to all suppliers;
- get the right supplier;
- get the best deal for everyone, and
- play by the rules.

Refer to [Government Procurement Principles](#) for a fuller description of these principles.

18. In addition, all Sport NZ and HPSNZ procurement should seek, where appropriate, broader outcomes (cultural, economic, environmental and social outcomes) for New Zealand. Of these broader outcomes, the Government has identified four priority outcomes to focus on: Of four broader outcomes identified by the Government, those of particular relevance include:

- **Increasing access for New Zealand businesses** – Increasing access to government procurement contracts for New Zealand businesses, with particular focus on those less able to access opportunities and those working in priority sectors (such as ICT, Maori and Pasifika businesses and businesses in the regions).
- **Improving conditions for New Zealand workers** – Improve conditions for workers and future-proof the ability of New Zealand business to trade.
- **Reducing emissions and waste** – Support the transition to a zero net emissions economy and reduce waste from industry by supporting innovation.

19. The following default procurement methods shall apply.

Value (whole of life excl GST)	Procurement Method
>= \$10,000	<ul style="list-style-type: none"> <li>• Quote, purchase order or invoice</li> </ul>
\$10,000-\$100,000	<ul style="list-style-type: none"> <li>• AOG panel; closed tender; RFQ; open tender; direct source as appropriate</li> </ul>
>\$100,000	<ul style="list-style-type: none"> <li>• Open Tender unless it falls within an exemption specified within the Government rules of sourcing.</li> <li>• Exemptions require approval as follows:               <ul style="list-style-type: none"> <li>○ Up to \$100k – Manager Property &amp; Procurement</li> <li>○ Up to \$250k – GM Corporate Services</li> <li>○ Over \$250k – Group Chief Executive</li> </ul> </li> </ul>

## Roles and Responsibilities Under This Policy

20. All those involved in procurement for Sport NZ and HPSNZ must be clear about their responsibilities and accountabilities when procuring goods or services, and/or managing suppliers on behalf of the Sport NZ Group and wider sector. This includes having adequate knowledge and understanding of:

- a. this policy and the Principles and Rules of government procurement, to ensure competence to perform the required procurement activities
- b. the Approved Delegated Authorities Manuals, such that delegated authorities are fully understood before Sport NZ and/or HPSNZ is committed to any commercial arrangement, contractual commitments or expenditure
- c. the Records Management Policy, so that any relevant records pertaining to the process and content of procurements are appropriately retained
- d. other policies and procedures that are relevant to procurement.

21. The following table sets out high level roles and responsibilities. Refer to the Procurement Guidelines document for more detailed obligations.

Role	Key Responsibilities
The Sport NZ and HPSNZ Boards (via Audit, Finance & Risk Committee)	<ul style="list-style-type: none"><li>• Approving this policy and any amendments to it.</li><li>• Approving procurements which exceed the Group Chief Executive's financial delegations</li></ul>
Sport NZ Group Executive Team and HPSNZ Senior Leadership Team	<ul style="list-style-type: none"><li>• The operation of this policy.</li><li>• Ensuring their Business Units/Pillars are aware of this policy and apply it consistently.</li><li>• Ensuring approved commitments/expenditure is within this policy</li><li>• Approving procurements within financial delegations</li></ul>
Managers	<ul style="list-style-type: none"><li>• Ensuring all procurement in their area is carried out in accordance with this policy and associated guidelines.</li><li>• Planning procurement, and updating the annual procurement plans and extended procurement forecasts</li><li>• Approving procurements within financial delegations</li></ul>
All Sport NZ and HPSNZ staff (employees and contractors)	<ul style="list-style-type: none"><li>• Understanding their authorities and obligations under this policy before committing Sport NZ and/or HPSNZ to any commercial arrangement, contractual commitments or any expenditure.</li><li>• Maintaining independence in all relationships and declaring, in accordance with the Conflicts of Interest Policy, any financial, professional or interest that may affect, or could be perceived to affect, their impartiality in any aspect of the procurement in which they are involved.</li></ul>
Group Manager Corporate Services	<ul style="list-style-type: none"><li>• Ensuring this policy undergoes a review, at least every three years, and that interim revisions are made as required.</li><li>• Approving exemptions as provided for within the policy.</li></ul>

Role	Key Responsibilities
Property and Procurement Manager (and team)	<ul style="list-style-type: none"> <li>• Providing and maintaining guidelines and tools to enable and support the application of this policy.</li> <li>• Review and approve procurement plans and recommend exemptions within the scope of the policy and guidelines</li> <li>• Supporting the Business by providing advice to ensure procurement is delivered efficiently, effectively and monitoring compliance with this policy.</li> </ul>

## Policy Review

22. The policy will be reviewed and updated as required at least every three years, with interim revisions as needed to ensure it meets operational, organisational and legislative requirements.