

Procurement Policy



1. This CEO approved policy applies to all Chorus people (employees and contractors).

Purpose and Overview

2. This policy is to ensure Chorus applies a consistent, professional procurement practice and secures necessary materials and services at appropriate quality levels on commercially favourable terms.

Procurement

3. Chorus will carry out its procurement activities in a manner that:
 - a. is ethical and transparent
 - b. achieves optimal business outcomes and the identified and approved business purposes
 - c. supports Chorus' business plan and delivers on our specific business objectives
 - d. is well planned, with the time and resources applied sufficient to the size or complexity of the procurement
 - e. provides best value for money, taking into account "whole of life" costs
 - f. complies with all applicable legislative requirements
 - g. reduces Chorus' risk exposure
 - h. supports Chorus' reputation
 - i. improves supplier performance and creates sustainable and valuable supplier relationships
 - j. avoids disputes, associated costs, and negative publicity, and
 - k. demonstrates sustainable business practices and supports customer satisfaction.
4. Chorus is committed to maximising the value of every dollar spent.

Partnerships Team & Chorus People

5. To support compliance with this policy, the Partnerships Team will:
 - a. promote and monitor the use of best practice procurement strategies and tools
 - b. provide processes and frameworks to ensure consistency across Chorus' purchasing activities, and
 - c. develop and maintain relationships with key suppliers that enable them to deliver the best possible outcomes for Chorus.
6. To support compliance with this policy, Chorus people will:
 - a. engage with the Partnerships Team before undertaking any procurement
 - b. follow the Partnerships Team's guidance and apply best practice strategies and tools, and
 - c. work with the Partnerships Team to ensure optimal management of our relationships with key suppliers.

Procurement Framework

7. To support compliance with this policy, Chorus has a group-wide procurement framework that includes:
 - a. processes and tools to support procurement category management, sourcing and supplier management, and adherence to DA policy
 - b. definitions of procurement and business stakeholder roles and responsibilities
 - c. group standards for travel, gifts and hospitality
 - d. identification of preferred suppliers
 - e. systems for monitoring expenditure and compliance with "preferred supplier" directives
 - f. maintaining competition between suppliers and managing supplier relationships to ensure they meet Chorus business needs, and
 - g. links to relevant documentation and intranet sites.
8. Failure to comply with this policy may result in disciplinary consequences.

Roles and Responsibilities

Executive: Support and implement this policy.

Delegated Authority Holders/People Leaders: Implementation of procedures and processes to ensure compliance by their direct reports.

All: Familiarity and compliance with this policy.

	Person
Owned by:	CFO
Reviewed by:	Manager Partnerships
Approved by:	CEO
Due for next review:	April 2021