



WAIKATO DISTRICT COUNCIL GUIDANCE FOR SUPPLIERS

BACKGROUND

In line with the Prime Minister's announcements, a Level 4 lockdown has been underway since Wednesday 25 March 2020 (refer to www.covid19.govt.nz).

Health services, emergency services, utilities and goods transport, and other essential services, operations and staff, are expected to remain up and running. Employers in those sectors must continue to meet their health and safety obligations, which **must** adhere to the Ministry of Health guidelines as they relate to COVID-19.

What is categorised as Essential and Non-Essential Business is outlined on the following website: <https://covid19.govt.nz/government-actions/current-covid-19-alert-level/essential-businesses/>. This list may evolve over time. Key public services provided by local and central government are defined as essential services. We acknowledge that this event is continually evolving, and we are in direct contact with our essential services providers, suppliers and/or contractors to provide clarity around what is deemed essential public services for Waikato District Council (WDC).

OUR APPROACH

WDC appreciates that its providers, suppliers and/or contractors are concerned about the impact that COVID-19 may have on their businesses including the supply of goods and services to WDC.

Each provider, supplier and/or contractors circumstances and relationship with WDC will be different. For this reason, there can be no 'one size fits all' approach. For essential public service providers, suppliers and/or contractors, services may remain relatively unaffected, which means those services and invoice payments will continue as provided for under the relevant contract. However, some services/works may no longer be able to continue lawfully or practically. In this instance WDC will work constructively with providers, suppliers and/or contractors to agree on appropriate actions during the lockdown period and if required, longer, based on further announcements from central government

INVOICE PAYMENTS

Invoice payments will continue to be processed by WDC staff working remotely. Please forward a PDF electronic version of your invoice, including a valid Purchase Order Number or contract reference to finance@waidc.govt.nz. Payment of hard copy invoices may be delayed as a result of the disruption of postal delivery channels.

CONTACT POINTS

If you have any questions in relation to the content of this statement or are concerned regarding the status of your contract with WRC, please contain your usual person within WDC and together we will attempt to answer your question/s as soon as possible.

Please take care over this unprecedented time and continue to check our website for updated information.