

COUNCIL REQUIREMENTS - APPROVED CONTRACTOR APPLICATION

Council has recently reviewed its system for contractors approved to undertake construction and maintenance work on roads vested in Council, and/or Council's 3 Waters infrastructure within the road reserve that will be vested in Council.

To gain/maintain Approved Contractor status companies will be required to meet the following criteria to qualify:

1. Provide evidence that they have appropriate experience and suitable qualifications (required for 3 Waters). (Initial application only).
2. Provide evidence that they have or have access to appropriate equipment for the work involved (initial application only).
3. Provide evidence that they have a current public liability insurance cover of at least two million dollars (\$2,000,000.00).
4. Provide to Council a copy of their current Occupational Health and Safety Plan. The minimum requirement is ACC Workplace Safety Management Practices – Primary Level.
5. Provide to Council a copy of the last two Health and Safety meeting minutes and actions for review
6. Provide to Council a copy of the incident register for the past 2 years for review.
7. Provide to Council a register of the work completed on Council assets in the last 2 years for review.
8. Provide evidence that they currently meet the NZTA Code of Practice for Temporary Traffic Management and that they have trained, qualified staff to Traffic Management Operator (TMO) and the approved level of Site Traffic Management Supervisor (STMS) or have named subcontractors available with these qualifications.

Council will require companies wishing to retain approved contractor status to furnish this information every two years or prior to the expiration of required qualifications, and show evidence that they comply with the requirements included below before the status will be reconfirmed.

Please don't hesitate to contact the relevant BDC Controller should you have any queries.

Yours faithfully

Eric de Boer

Manager Infrastructure Delivery

COUNCIL REQUIREMENTS – COUNCIL CONTACTS FOR CONTRACTOR ENQUIRIES

Roading and Temporary Traffic Management: Brayden O’Dea, phone 027 218 9636, email Brayden.odea@bdc.govt.nz

Drinking Water: Vernie Ng, phone 027 3600371, email vernie.ng@bdc.govt.nz

Wastewater & Stormwater: Wayde Dunlop, phone 027 479 2117, email wayde.dunlop@bdc.govt.nz

COUNCIL REQUIREMENTS - APPROVED CONTRACTOR EXPECTATIONS

Council also requires that contractors understand the following prior to undertaking any work on any road vested in Council:

- The contractor will need to give five (5) working days’ notice prior to work commencing to Council for inspection and approval by Council staff.
- That all work must be carried out in accordance with any relevant regulations, Codes of Practice, standards and statutes, etc.
- That the contractor must provide a work plan outlining the location and layout of the work and identify any subcontractors, methods and materials to be used.
- That temporary traffic management and safety at road work sites shall be as outlined in the relevant section of the NZTA Code of Practice for Temporary Traffic Management or any supplements adopted by Council.
- That, unless covered by contracts with Council or other Council dispensation, a contractor must make a separate application and provide traffic management plans to Council on each occasion that they wish to carry out work on or in road reserve vested in Council.
- That the contractor is responsible for determining and locating the physical existence and positions of survey standards, pipes, cables and other services, on, under or about the site of the proposed works and for protecting these services.
- That the contractor shall be responsible for the cost of repairs for any damage that occurs to any services, assets or utilities as a result of the works being undertaken by the contractor or his/her subcontractors.
- That the contractor is to furnish to the Council “as built” plans within 10 days of the completion of the works. All works in the road corridor or which will be vested in Council, including all 3 Waters assets, require “as built” information.
- For all water connections to Council reticulation, the contractor must be suitably experienced to carry out the water shutdown. This involves notifying Council and Council’s maintenance contractor at least 5 working days prior to shutdown providing shutdown methodology and plan including which valves are involved (refer to WestMaps) and highlighting which properties are affected. Shutdown methodology

and plan must be approved by Council. Affected residents are to be notified via letter drop at least 72 hours prior. The contractor may engage Council's maintenance contractor to carry out the shutdown on their behalf, but this is to be a direct engagement.

- That the contractor must meet all costs of any reinstatement required to be undertaken by the Council.
- That any reinstatement work is to be undertaken to the Council's specifications.
- Completion must be notified to Council within 5 days of completion.
- Failure to adhere to the above may result in the loss of Approved Contractor status.

R7/17/1

COUNCIL REQUIREMENTS - APPROVED CONTRACTOR APPLICATION FORM

Contractor Company Name		Records reviewed and accepted by BDC Infrastructure staff
Address		
Phone Number(s)		
Email Address		
Approved Contractor Status	New Application Renewal	Yes / No
Public liability Insurance Current Copy Provided	Yes / No	Yes / No
COPTTM Staff Training records provided (TMO and STMS)	Yes / No	Yes / No
Health and Safety Plan Provided	Yes / No	Yes / No
Health and Safety Meeting minutes Provided (past 2 meetings)	Yes / No	Yes / No
Incident register for the past 2 years provided	Yes / No	Yes / No
Register of work completed on Council Assets in past 2 years provided	Yes / No	Yes / No
Supplementary Application attached for Water Supply or Wastewater or Stormwater works.	Yes / No	
Date Submitted		Yes / No
Submission completed by		Yes / No
Signed/Approved by Company Owner/Manager		Yes / No
This signed document represents that the contractors has read and understood and will abide by the Approved Contractors expectations and requirements under BDC, COPTTM and the National Utilities Code of Practice.		

BDC Date Reviewed	
BDC Reviewed By	
Past 2 years work met/exceeded standards	Yes / No / Not applicable
Approved Contractor Status Achieved	Yes / No
Status Notified to Contractor	Yes / No
Date Status Notified	
BDC AC List and Website updated	Yes / No

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at bullerdc.govt.nz/privacy and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy

COUNCIL SUPPLEMENTARY REQUIREMENTS - APPROVED CONTRACTOR (WATER SUPPLY)

To be submitted to Council's Drinking Water Controller.

Approval Category (select which categories you wish to be approved for) Note: the testing of Backflow Prevention devices is NOT included. Specific Council approval is required for this work.

Installation of submains (pipes up to and including 63mm diameter)

Installation of water mains (pipes 100mm diameter and above)

Connections to the water supply network

Relevant Training (having completed or actively working towards completion of the relevant Certificate is required in order to be considered for approval as a Buller District Council Approved Contractor (Water Supply))

Qualifications to be held by at least one staff member on site.

Names of staff members holding the qualification and expiry date if any.

Enrolled in and actively working towards completion of New Zealand Civil Trades Certification in Pipeline Construction & Maintenance.

Enrolment date: DD / MM / YYYY

Completed NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Drinking-Water) (Level 4)

Experience (give details of three (3) recent projects where the company carried out water supply installation work. including the names and contact details of persons that we can contact for a reference)

1. Project:

Details of work carried out:

Referee:

Referee's contact details:

2. Project:

Details of work carried out:

Referee:

Referee's contact details:

3. Project:

Details of work carried out:

Referee:

Referee's contact details:

COUNCIL SUPPLEMENTARY REQUIREMENTS - APPROVED CONTRACTOR (WASTEWATER)

To be submitted to Council's Wastewater and Stormwater Controller.

Approval Category (select which categories you wish to be approved for). Note: Work on Pressure Sewers and Vacuum Sewer systems is NOT included. Specific Council approval is required for this work.

- Construction of connections to public drains for new private drains
- Construction of public drains in roads (including subdivision drainage pipework that is to be vested in Council ownership)
- Renewal of public drains
- Diversion of public drains around proposed building works
- Repair of private drains in roads

Relevant Training (having completed or actively working towards completion of the relevant Certificate is required in order to be considered for approval as a Buller District Council Approved Contractor (Wastewater))

Qualifications to be held by at least one staff member on site.	Names of staff members holding the qualification and expiry date if any.
<input type="checkbox"/> Completed NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Wastewater and Stormwater) (Level 4)	
Vaccinations held by all staff members on site.	Names of staff members
<input type="checkbox"/> Vaccinations against Tetanus, Polio, Hepatitis A, Hepatitis B	
Qualifications to be held by the staff member responsible for the site.	Names of staff members holding the qualification and expiry date if any.
<input type="checkbox"/> Registration or certification as a Tradesperson from the Plumbers, Gasfitters and Drainlayers Board	



BULLER
DISTRICT COUNCIL
Te Kaunihera O Kawatiri

Experience (give details of three (3) recent projects where the company carried out wastewater installation work, including the names and contact details of persons that we can contact for a reference)

1. Project:

Details of work carried out:

Referee:

Referee's contact details:

2. Project:

Details of work carried out:

Referee:

Referee's contact details:

3. Project:

Details of work carried out:

Referee:

Referee's contact details:

COUNCIL SUPPLEMENTARY REQUIREMENTS - APPROVED CONTRACTOR (STORMWATER)

To be submitted to Council's Wastewater and Stormwater Controller.

Approval Category (select which categories you wish to be approved for). Note: Contractors approved for Wastewater work are automatically approved for Stormwater work

- Construction of connections to public drains for new private drains
- Construction of public drains in roads (including subdivision drainage pipework that is to be vested in Council ownership)
- Renewal of public drains
- Diversion of public drains around proposed building works
- Repair of private drains in roads

Relevant Training (having completed or actively working towards completion of the relevant Certificate is required in order to be considered for approval as a Buller District Council Approved Contractor (Stormwater))

Qualifications to be held by at least one staff member on site.	Names of staff members holding the qualification and expiry date if any.
<input type="checkbox"/> Completed NZ Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Strand Wastewater and Stormwater) (Level 4)	
Qualifications to be held by the staff member responsible for the site.	Names of staff members holding the qualification and expiry date if any.
<input type="checkbox"/> Registration or certification as a qualified Tradesperson from the Plumbers, Gasfitters and Drainlayers Board	

Experience (give details of three (3) recent projects where the company carried out stormwater installation work. including the names and contact details of persons that we can contact for a reference)

1. Project:	
Details of work carried out:	
Referee:	Referee's contact details:
2. Project:	
Details of work carried out:	
Referee:	Referee's contact details:
3. Project:	
Details of work carried out:	
Referee:	Referee's contact details: