

## PART TWO



### Approved Contractor Application Form For Water, Wastewater, and Stormwater Network Physical Connection Works

To be completed by the person that will be undertaking the Connections.

#### 1. Application Details;

Company Name	
Applicant Name	
Contact Number	
Postal Address	
Email address	

## 2. Declaration.

Please tick the boxes relevant to the qualification(s) you have for water (WS) and/or wastewater (WW) & stormwater (SW) connections.

I have attached evidence of my qualifications:

<input type="checkbox"/>	New Zealand Certificate in Infrastructure Works (Pipeline Construction and Maintenance) (Level 4) (with strands in Drinking-water, Wastewater and Stormwater, and Trenchless Technologies), and/or
<input type="checkbox"/>	I confirm I am a Registered and licensed Certifying level Drainlayer (Tier 1) with qualifications, registration and annual practicing license as required by the Plumbers, Gasfitters and Drainlayers Board (PGDB) and as listed on the public register of Certifying level Drainlayers on the PGDB website

I confirm I have:

I have undertaken the required inoculations and immunisations listed in Appendix One..

and

I, or my employer have provided evidence of current:

public liability insurance for an amount not less than \$10,000,000, and

motor vehicle third party liability insurance for an amount not less than \$10,000,000

### 2.1 Supporting Information and Fees

Contractors making an application are required to provide the relevant supporting information and pay the appropriate application processing fee to Council. Once this has been received, then your application will be processed.

An invoice for the required fee will be sent following receipt of your application.

## 3. Terms and Conditions:

All testing and evidence as required by CDC will be submitted prior to any physical works commencing.

Acknowledge that at all times you shall comply with all relevant legislation, regulations, specifications, and codes of practice.

#### 4. For Office Use Only – Approval

Name -	Signature
	Date
Approved Contractor Register Reference Number.	
Method Applicant Advised of Approval:	Date

## PART THREE



### Approved Contractor Information For Water, Wastewater, and Stormwater Network Physical Connection Works

Council requires all physical work on Council-assets, including future infrastructure (that will be vested to Council), to be conducted by an Approved Contractor and for all connections to Councils existing infrastructure to be conducted by an Approved contractor or Councils Water Team.

#### 1. Purpose:

The purpose of having a register of Approved Contractors is to:

- Ensure work carried out on Council assets is to Council standards with good workmanship.
- Meet mutual obligations under the Health and Safety at Work Act 2015
- Provide land owners and developers with a choice of service providers when arranging the provision of connection to Council's current assets and / or construction of Council's future assets.

#### 2. Application

Contractors intending to apply for the Approved Contractor status must be:

- Experienced and a suitably qualified infrastructure contractors with appropriate knowledge of New Zealand standards , specifications, codes of practice and good repeatable performance.
- Contractor status may be altered on the basis of inadequate performance.
- A list of Approved Contractors will be published on the Council website and kept updated at regular intervals.
- The Approved Contractor Status will be valid for 2 years upon approval – unless there is reason at Councils discretion to terminate the approved contractor status earlier. Refer to Section 4 for conditions.

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### 3. Process Communication

The communication process following the application will be as follows:

- If successful, the applicant will be advised via a status letter and the Contractor will be added to the Approved Contractors Register and given a reference number.
- If unsuccessful, the applicant will be advised of the status. Council is not bound to provide reasons for its decision, but if any reasons are provided, the necessary improvements could be made and a re-application could be made if chosen by the Contractor.
- If further information is required, the applicant will be advised the additional information that Council requires. The applicant will be provided with a timeframe to submit this information.

## 4. Approved Contractor Register and Status

### 4.1 Company Changes

In order to retain status as an Approved Contractor, Council should be advised of any changes within the Company, including changes to ownership, core business focus, key personnel or key qualifications.

This may require a revised application to be submitted.

### 4.2 Approved Contractors Status Changes

- Approved contractors' performance will be monitored. If performance is considered inadequate, Council reserves the right, at any time and its sole discretion, to give warning,
- downgrade, suspend or cancel a Contractor from its Approved Contractors register
- status for a reason such as, but is not limited to, one or more occurrence of:
  - Sub-standard performance by the Contractor
  - Non-conformance by the Contractor
  - Rectification notices not followed through by the Contractor on a sub-standard issue.

#### 4.3 Non-Compliance and Non-Conformance:

- Non-compliance is the failure to adhere to an Act or Regulations, whereas a non-conformance is where it is the failure to comply with requirement(s), standard(s), specification(s), or procedure(s).
- If an Approved Contractor is in breach of any of their obligations when working on a Council asset related project / work, then the Contractor may be issued with a written notice by Council. The Contractor is required to take action to resolve the cause of the breach.
- Should the non-compliance / non-conformance notice not be acted on within five working days then the Council may suspend the Contractor's approval to undertake the authorised work. If a remedy has not started within 20 working days of the issue of the non-compliance / non-conformance notice, Council may cancel the Contractor's Approved Contractors status.
- If a Contractor's status as an Approved Contractor has been suspended or cancelled, the Council may at its discretion have the works completed by another Approved Contractor and all costs associated with this will be met by the non complying / non-conforming Contractor whose approved status has been suspended / cancelled.
- Suspension of Approved Contractor status will be immediate should the Contractor's public liability insurance cover expire without an updated cover note being supplied to Council.

#### 5. Disclosure:

Council reserves the right to make enquiries regarding the applicant and to consider relevant supporting information obtained from any source, and their personal views about the suitability of the applicant.

Council will receive and hold the information supplied by the Contractor in confidence and shall not disclose this to a third party unless required by law.

## Appendix One:

### Hygiene and Communicable Water Borne Diseases

Contractors working on water supply networks and their equipment offer potential sources of contamination. It is desirable that contractors should only work on the water supply or wastewater, and not alternate between water supply and wastewater networks. Because this may not be practical or cost effective, contractors must use appropriate documented hygiene, clothing, equipment, tools, and disinfection practices.

The contractors undertaking physical works on Council Assets shall ensure the following hygiene precautions are met:

- Contractors shall not alternate between wastewater and water supply networks without appropriate training and application of suitable hygiene practices.
- Tools and materials used on wastewater work shall be colour coded and kept separate from those used for water supply work.
- All equipment used in or on water supply systems is to be cleaned of dirt and debris, and disinfected (100 mg/L chlorine solution) before use. Biocidal lubricants should be used where Necessary.
- Separate protective clothing shall be provided for water and wastewater work.
- A high standard of cleanliness shall apply to vehicle interiors and exteriors.

Contractors must be excluded from handling water supply systems if they are suffering from any gastro illness, until a medical clearance is obtained. It is essential for the protection of Public Health, as well as the health and well-being of the staff undertaking the work, that special attention is given to diseases which are communicable by water.

It is mandatory that all persons who carry out any work on Council's water, wastewater or stormwater networks undergo the following programme of testing and/or inoculation before and during the works.

This testing and immunisation programme shall be at the expense of the individual or company that will be working on the water, wastewater and/or stormwater networks.

## Immunisation Programme

The testing programme is:	Frequency
Hepatitis A & B	Prior to the person's first network investigation(s) and/or work and each twelve months thereafter
Salmonella	Prior to the person's first network investigation(s) and/or work and each twelve months thereafter
Shigella	Prior to the person's first network investigation(s) and/or work and each twelve months thereafter
Giardia Lamblia	Prior to the person's first network investigation(s) and/or work and each twelve months thereafter
Cryptosporidium	Prior to the person's first network investigation(s) and/or work and each twelve months thereafter
Campylobacter	Prior to the person's first network investigation(s) and/or work and each twelve months thereafter

Where test results show that any person is a carrier of any of the above then the person shall be prohibited from working on any water supply scheme until tests show that person is no longer a carrier or infected.

The following routine immunisation schedule shall also be followed:

The testing programme is:	Frequency
Hepatitis A	Every ten years, unless immune
Tetanus	As required

On the request of Council the company that will be accessing the water, wastewater and/or stormwater networks shall provide copies of medical certificates for all personnel confirming



that the above testing and inoculation programme has been completed, and that all personal have medical clearance to carry out the work described.