



PROCUREMENT PROCESS

SiteWise contractor pre-qualification process

To existing and new contractors

The Taupō District Council has committed to using a pre-qualification system called SiteWise that will rate contractor's processes under the HSWA. This will enable Council to consider a contractor's health and safety commitment when we are awarding tenders, projects and contracts.

The aim of the process is to protect people and organisations. It will also assist companies that are aware of the new health and safety requirements but are unsure how the legislation aligns with their business.

Consultants and contractors with low risk profiles (not carrying out physical work) will be exempt from participating in the Council's Contractor Prequalification Scheme.

SiteWise may also be instrumental in opening up new avenues of work that are not currently available.

Contracting companies interested in working for Taupō District Council and who hold a pre-qualification certificate from another Contractor Pre-

qualification Scheme (e.g. Impac PREQUAL) should contact Michelle McGill (mmcgill@taupo.govt.nz) to ascertain if an exemption is verified.

Visit www.SiteWise.org.nz to register as a preferred Contractor for Taupō District Council.

What is SiteWise?

SiteWise is a software application developed by Site Safe NZ, with industry input from the Christchurch rebuild, which recognised that many small contractors needed real support to improve their safety systems. Since then it has been enhanced and is used as a contractor pre-qualification system across many different industries, including local government.

It enables contractors to submit their health and safety systems and have them reviewed and assessed independently.

The SiteWise database can be accessed by registered principal organisations to allow them to identify compliance and competence levels, prior to selecting a contractor.

It is designed to deliver a reasonable, consistent and achievable pre-qualification process that ensures the minimum level of health and safety knowledge and compliance is met. If required, it also provides a process for improvement.

What are the benefits to the contractor?

Contractors can access independent and cost effective advice on the following:

- Where your business stands in relation to health and safety standards; and
- How to improve your health and safety practices quickly and easily.

Contractors can also achieve assessment results which are recorded using a traffic light system which:

- Gives us confidence when awarding contracts;
- Makes it easy for other main contractors or principals to see your health and safety performance at a glance; and
- Increases your attractiveness to Taupō District Council and other main contractors or principal organisations, as the higher you score, the more you demonstrate your commitment to good health and safety practices.

The assessment results are valid for a year. This may mean you won't have to provide evidence of your health and safety systems, processes and competence on a project by project basis.

What are the benefits to Taupō District Council?

Like everyone else, Taupō District Council must demonstrate that we have met our due diligence obligations under the HSWA. With contract management, we are starting at the beginning by making sure we know that any contractor we use understands both our expectations and their own obligations.

Where a contractor does not meet that level of compliance, the contractor will not hold a "Preferred Contractors" status with Taupō District Council. The contractor will need to provide this assurance and SiteWise has processes in place to assist the contractor gain the level of compliance.

Taupō District Council will access SiteWise when selecting contractors.

IMPORTANT NOTE: If contractors are not registered with SiteWise and don't have a current assessment on file with SiteWise, this will limit the opportunity to be considered for work in the future.

Many large employers, main contractors and principal organisations have already registered on SiteWise and this will increasingly become the go-to site for the selection of contractors. Contractors holding a current Impac PREQUAL certificate can apply for an exemption for the assessment and be included on the Taupō District Council contractors register. This will be at the discretion of the Taupō District Council Health and Safety Business Partner and will not incur any costs to the Contractor.

What is it going to cost the contractor?

\$195 + GST a year, and this includes up to three assessments during the first 12 months. This will enable the contractor to improve their score with the feedback they get from SiteWise (if required). In addition, there is a FREE workshop hosted by Taupō District Council and SiteWise. This will be your chance to ask questions that will help you improve your rating.

When are the workshops?

We are planning on hosting free workshops regularly for contractors who require assistance in putting together information to be assessed on SiteWise.

We will send out more information about these workshops as dates are confirmed.

The first session was held on the 21 November 2017 and other sessions will be organised as required.



Health, safety and environmental agreement

Council requires its Contractors to enter into its Health, Safety and Environmental Agreement prior to works being undertaken. This Agreement records the Contractors obligation on health, safety and environmental matters.

Appendix 2 - Health, Safety and Environmental Agreement.