



Purpose

The purpose of this document is to describe the policy for how Auckland City Environments (ACE) chooses their contractors or subcontractors.

Scope

This document covers the contractor competency policy, including guidelines for contractor and subcontractor selection along with any key exceptions.

References

BLD-17.2-PROC, Consent assessment and task allocation

BLD-37.2-PROC, Building certifiers

Contractor and Supplier Management Manual (maintained by building control manager)

Approved contractor subcontractor register (maintained by building control manager)

Abbreviations

BA 2004 Building Act 2004

BIA Building industry authority

BOINZ Building officials institute of New Zealand

NZIBS New Zealand institute of building surveyors

Definitions

Term **Definition**

Contractor A person or company who is employed under contract to supply services and follows Councils policies and procedures. Work maybe carried out on either the council's or the contractors premises.

Subcontractor A person or company who is employed under contract to supply services and follows their own quality assurance policies and procedures. Work maybe carried out on either the council's or the subcontractors premises.

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Version	Draft 1	Date issued	Expiry date	



Policy

ACE chooses to use contractors or subcontractors in the following circumstances:

- The work is outside the expertise of existing staff (specialist services)
- The volume of work is such that ACE's capacity to complete the work in the prescribed timeframes can not be achieved

Only an approved contractor or subcontractor can undertake work on behalf of ACE. Contractors/subcontractors will only be issued work within the scope of their approval and must comply with council's approved supplier requirements. Refer to Contractor and Supplier Management Manual (maintained by the building control manager).

A sample of the contractors/subcontractors work shall be audited against the legislative requirements as part of an annual assessment. A copy of this assessment will be placed on the contractors/subcontractors file.

A list of all approved contractors and subcontractors is provided in the approved contractor subcontractor register which is held by the building control manager.

Demonstrating competency

Where a contractor or subcontractor has a formal qualification and the individual's registration is controlled by a statutory body, the competence of the individual does not need to be formally assessed. However, evidence to support their acceptance must first be provided and established before the contractor or subcontractor can complete work for Auckland City Environments. The reason for this is that the competency of the individual has already been established and there is a requirement by the registration body for each individual to verify continuing professional development.

Where the contractor or subcontractor does not have a formal qualification recognised by statute, then evidence of competency will be required.

Exception

The exception to this rule is where a contractor or subcontractor previously held certification as a building certifier and that building certifier has not been struck off the register due to negligence or incompetence.

The reason for accepting a former building certifier as having the required competence is because the process for being approved as a building certifier required a rigorous assessment of the individual's technical expertise. The assessment included an examination of technical qualifications held, interviews by technical experts appointed by the BIA, regular review by the BIA and proof that they met the criteria of being a fit and proper person.



In addition, council has developed a good working relationship with previous building certifiers and is confident that they are competent to do the work that they are contracted to perform. This competence has been evidenced during the hand-back process where files were returned to council and in subsequent dealings where building certifiers have continued to perform services on council's behalf as consultants.

Evidence required supporting an application as an approved contractor/subcontractor includes:

- Name of the individual.
- Evidence of qualifications held.
- Relevant experience (practise in the field of service offered).
- Registration under statute (Chartered Professional Engineers, Registered Architects, Licensed Building Practitioners, etc)
- Voluntary registration (eg. BOINZ, NZIBS)
- Professional affiliations.
- Curriculum vitae (for an individual)
- Company profile.

Other information may include:

- Accreditation as a building consent authority under the BA2004
- Accreditation or certification to an appropriate standard, i.e. ISO17020 or ISO9000

Where the contractor/subcontractor does not meet the above criteria, their competence will be assessed in line with BLD-17.2-PROC.