

## Information for contractors

**This is an important message to all our contractors and subcontractors working for Northland Regional Council.**

Council is changing how we approve and manage your health and safety documentation prior to awarding a contract, tender or project for our medium to high risk contractors. We are committed to using an external pre-qualification system called '**SiteWise**', aligning with the Far North District Council, Kaipara District Council and Whangarei District Councils.

SiteWise's independent system grades a contractor's health and safety capability by reviewing your documentation and processes against set criteria. There is very little difference to what SiteWise will request of you to what we have traditionally asked. The small registration fee includes a total of three assessment attempts with SiteWise auditors who offer practicable advice and recommendations to assist you to meet the set criteria. We are more than happy to work with you as well to improve your grade.

Once assessed, the annual recertification process involves you providing evidence of your health and safety documentation. This is an opportunity to maintain or improve your previous assessment score, with SiteWise providing active encouragement for you to improve, if you have not attained the qualifying grades.

Since December 2018, we have expected our mid to high risk contractors to be prequalified with SiteWise to a minimum of amber (grading between 50-74%) with the intention of achieving a SiteWise Green (grading between 76%-100%). In April 2021, SiteWise updated its scoring system so we are now updating our expectations to reflect this.

**From May 1, 2021, all mid to high risk contractors will be required to have SiteWise Green (grading between 76% - 89%) or a SiteWise Gold (90% - 100%).** Some high work may be required to have gold status (90% or more). This will be indicated in the tender or scoping stages.

Some of our larger contractors may already be pre-qualified with the Far North Council, Whangarei District or Kaipara Councils. If this is the case, please let your council contact know so our records can be updated.

Exemptions to pre-qualification will be considered on a case-by-case basis only. An example of a company council would consider pre-qualification exemption is helicopter companies who are subject to stringent national regulation enforced by the Civil Aviation Authority.

If you require further assistance get in touch with your council contact or head to the SiteWise website which offers useful information - <https://sitewise.co.nz/howitworks/swgreen/>

Once you are pre-qualified, council are still required to conduct due diligence your council contact will review.

Date 01/05/2021.