

Wastewater and Stormwater Departments

*Specification for Licensed and
Registered contractors*

February 2025

Revision Control

Rev	Changes	Date	Issued by	Approved by
0	First draft for review and comments	10 Apr 2020	HN	
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1	Final draft for review and comment: <ul style="list-style-type: none"> • Scope of work for contractors • Qualification requirements for various contractor classes • Evaluation criteria for various contractor classes • Updated assessment of applicants 	27 May 2020	DW	HN
2	Second draft	28 July 2020	WK	HN
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5	Issued to contractors to make applications	15 Sep 2022	HN	SC
6	Update new specification to reflect changes in Council and latest policies	30 Jul 2024	HN	SC

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Definition and interpretation

Appeal Committee	<p>A committee consisting of at least two representatives from the following Council areas:</p> <ul style="list-style-type: none"> • Stormwater or wastewater department managers • Operations engineer • Wastewater engineer • Asset engineer • Project engineer • Engineering officer • Stormwater and wastewater operations manager
Authorised work	<p>Work of a private or public nature installing assets that will either be vested in Council or be retained in private ownership with an impact on public assets, approved by either the wastewater or stormwater department, and undertaken by either a licensed or registered contractor.</p>
Registered Contractor	<p>A registered contractor for Whangarei District Council's stormwater and wastewater departments is a contractor who has met specific qualifications and obtained written authorisation to carry out a defined scope of work within the Districts such as: internal subdivisions or work on local low-pressure sewer systems.</p>
Licensed Contractor	<p>A licensed contractor for Whangarei District Council's stormwater and wastewater departments is a contractor who has met specific qualifications and obtained written authorisation to carry out a defined scope of work within the Districts such as: working on Council reticulation or installation of public pumpstations</p>
CSE	<p>Confined space entry</p>
Certified Drainlayer	<p>is a drainlayer who has valid registration under Plumbers, Gasfitters and Drainlayers (PGDB) Act 2006</p>
CAR	<p>Corridor Access Request</p>
Effective date	<p>The date on which Council's stormwater or wastewater department approves the Contractor as either a Registered or a Licensed Contractor</p>
ES2022	<p>The Engineering Standards 2022 or any subsequent or updated version of the Standards issued by Council</p> <p>This document sets out the standards required for both private and vested assets and can be used as a means of compliance for development within the Whangārei District.</p>

Live connection	A connection made to an existing stormwater or wastewater asset (e.g. pipe, manhole, chamber) which forms part of the Council network
LPS	Low Pressure System
Reticulation or network	Wastewater and Stormwater pipelines and associated assets that belong to Council
TMP	Traffic Management plan
Council	Whangarei District Council

1. Introduction

The Whangarei District Council's (Council) Stormwater and Wastewater Departments have established specific requirements for contractors who plan to:

- Build new public stormwater and sewer systems (including those that will eventually be owned by the council)
- Perform work on existing stormwater and sewer systems
- Perform work on assets in private ownership that are likely to have an impact on public assets.

Important Note: Only contractors who meet these requirements and have obtained written approval are authorised to work on Council owned or future Council owned sewer and stormwater assets.

Exceptions: These requirements do not cover plumbing and drainage work on private property. This work may require a building consent and assets created through this process will not become Councils to maintain.

Contractor Categories: there are two classes of contractors allowed to work on the council network:

- Registered Contractor
- Licensed Contractor

2. Class of contractors

2.1 Registered Contractors

Scope of Work and Responsibilities

Registered Contractors are authorised to perform the following tasks:

- Build reticulation systems within subdivisions or new reticulation for the council, before it is connected or vested to the Council system.
- Install private pressure sewer pumps and connect them to boundary kits.

Important: Registered Contractors must engage a Licensed Contractor to handle any work on existing, live Council mains connected to their projects.

Becoming a Registered Contractor: Contractors must meet the following minimum requirements and must be approved by Council's Stormwater and Wastewater Departments and issued with an approval letter:

- Must have at least one full time employee who has a valid registration under Plumbers, Gasfitters and Drainlayers Board (PGDB)
- Has valid insurance certificates
- Has a valid NZ H&S pre-qualification (Sitewise or equivalent) with a score of 75% or more
- Have accreditation for LPS training such as Aquatech or Ecoflow
- Has a working knowledge of the Council specifications and standards WDC ES2022
- Has demonstrated a satisfactory track record of performing sewer reticulation work to the required standards.
- Further information on these minimum requirements can be found in subsequent sections 4.2, 4.3 and 4.4.

2.2 Licensed Contractors

Scope and Responsibilities

In addition to the work that Registered Contractors can perform, Licensed Contractors are authorised to:

- Work on the live reticulation network, including temporarily shutting down wastewater or stormwater flow in specific areas.
- Connect properties to the live network (both gravity and pressure systems), including the installation of boundary kits for pressure sewer pumps if needed.
- Build pump stations that will become part of the Council network.

Approval and Reporting

Any connection made to, or modified from the live reticulation requires written approval from stormwater and wastewater departments. Should there be any changes in the approved plan, the contractor must report to stormwater and wastewater departments personnel and seek updated written approval. Refer to section 6.0. Audit and Inspection for further information.

As-built information must comply with ES2022 and be submitted to stormwater and wastewater departments within one month of completion of any work.

Becoming and Maintaining Licensed Contractor Status

The number of Licensed Contractors is limited. Appointments are usually made through a competitive process based on qualifications and experience. The accreditation of a Licensed Contractor status will expire 5 years from the effective date unless terminated earlier by Council, or extended for a further period by Council.

Licensed Contractors may be asked to provide competitive day work rates to Council and assist in restoring the network during emergencies.

Applications to become a Licensed Contractor are assessed based on the following, non-exhaustive, list of criteria:

- Having a minimum of two fulltime employees who have valid registration under Plumbers, Gasfitters and Drainlayers Board (PGDB)
- Having valid insurance certificates
- Having a valid NZ H&S pre-qualification (Sitewise or equivalent) with a score of 75% or more
- Having an accreditation for Low Pressure System training such as Aquatech or Ecoflow
- Having a working knowledge of Council specifications and standards ES2022
- Having demonstrated a satisfactory track record of 5 years performing wastewater / stormwater reticulation work to the required standards.
- Providing an adequate policy for CSE (Confined Space Entry), Asbestos, and Working above water / working at height
- Holding approval to be a Council approved high risk contractor
- Further information on these minimum requirements can be found in subsequent sections 4.2, 4.3 and 4.4.

Upon approval, all Licensed Contractors will undergo a 12-month probationary period. During this time, if a contractor fails to consistently meet Council standards, their license will be immediately revoked, and the Contractor will be ineligible to reapply for a period of two years.

2.3 Summary scope of service for contractors

Scope of service	Licensed Contractor	Registered Contractor
Work on live network	YES	NO
Relay / modify existing reticulation / mains	YES	NO
Construct and install public pumps in Council network	YES	NO
New Private Reticulation (e.g. subdivisions)	YES	YES
Install private low pressure wastewater pumping units up to boundary kits	YES	YES

3. Health and Safety Requirements

A valid NZ H&S pre-qualification (Sitewise or equivalent) with a score of 75% or more must be provided and/or agreed to be met, before any high-risk physical work begins. The prequalification report must also then meet Council health and safety checks and standards, including those relevant to the work being undertaken.

Council reserves the right to request additional information at any time. This pre-qualification is to be maintained annually with the additional requirement, that this score will improve annually, or maintained once the 90% gold card level reached.

Alternative Prequalification Options

At the discretion of the Council Health and Safety Manager, alternative Health and Safety prequalification systems like SHE or IMPAC may be considered. A full report must be supplied for review.

Licensed contractors must also meet the additional requirements for Council high-risk contractors. Furthermore, procedures for CSE, working at height, working near water, excavation works, hot work, and asbestos must be submitted regularly for review as per Whangarei District Council Contractor Handbook.

4. Specific Requirements for Contractors

4.1 Insurance certificates

- Contractors must hold at least \$1,000,000 in public liability insurance. Council may increase this amount based on risk or project value.
- The policy must also cover vibration and loss of support claims up to \$250,000.
- Insurance must be with a Council-approved company and on acceptable terms.
- Contractors must notify Council immediately of policy cancellation, claim rejection, or initial acceptance followed by rejection.

4.2 Knowledge of Whangarei District Council Reticulation system

Contractors are required to have a working knowledge of the current Whangarei District Council standards and procedures. These include but not limited to:

- Engineering Standards 2022: standards required by for both private and vested assets and can be used as means of compliance for development within the Whangārei District.
- Wastewater Bylaw 2014: Governs the management and disposal of wastewater in the district.
- Stormwater Management Bylaw 2014: Regulates the management and disposal of stormwater in the district.
- Approved Materials List - Wastewater & Stormwater: Specifies the materials that are permitted for use in wastewater and stormwater systems.
- Pressure Sewer Policy 2012: Outlines the requirements for pressure sewer systems in the district.
- Building Over or Near Public Sewer and Stormwater Pipelines Policy 2015: Provides guidelines for building over or near public sewer and stormwater pipelines.
- District Plan: Outlines rules for land use and development within the Whangarei District.
- Trade Waste Bylaw 2023: Outlines the requirements for systems relating to Trade Waste.
- Working within Road Reserves Policy and Specification: Sets out the rules and requirements for working within road reserves. It is the responsibility of the Contractor to keep up to date with any replacement or superseded legislation, policies, standards and plans that may be relevant to their work.

4.3 Additional standards and procedures

Contractors must be familiar with other standards and procedures that are relevant to their work. These include, but are not limited to:

- Environmental Standards for Land Disturbance Activities in the Northland Regional Council (NRC) Regional Water and Soil Plan
- NZS 4404:2004 Land Development and Subdivision Engineering
- Guide for Safety with Underground Services – WorkSafe
- NZTA Code of Practice for Temporary Traffic Management (COPTTM)
- National Code of Practice for Utility Operator Access to Corridors

It is the responsibility of the Contractor to keep up to date with any replacement or superseded legislation, policies, standards and plans that may be relevant to their work.

4.4 Qualifications for Licensed Contractors and Registered Contractors

The below table is a summary of the minimum qualifications for Licensed Contractors and Registered Contractors which must be supplied to Stormwater and Wastewater Departments.

Descriptions	Licensed Contractor	Registered Contractor
Number of certified drainlayers working fulltime	Minimum 2	Minimum 1
Become a high-risk contractor	YES	NO
Temporary Traffic Management training	YES	NO
Asbestos handling training	YES	NO

Descriptions	Licensed Contractor	Registered Contractor
CSE training -including equipment	YES	Prefer to have
Accreditation from pressure wastewater pump suppliers *	YES	YES
PE Welding certification on (PE80/PE100)	YES	YES
Valid Insurance certificates	YES	YES
Valid track records	YES	YES

4.5 Contractor to immediately notify Council

Contractors are advised to notify Council staff immediately should they encounter the following:

- Discrepancy between Council GIS and the actual asset location, material, size
- If an approved plan needs to be modified due to difference between the GIS and actual asset attributes located on site.

The Contractor should contact the nominated personnel who approved the plan.

For developments e.g. subdivision or land use consents, contact the relevant RMA engineer.

For Public Utilities (PU) applications, contact the Stormwater and Wastewater Departments.

5. How to apply for a Registered Contractor / Licensed Contractor

Both Registered Contractor and Licensed Contractor applications will be evaluated based on the following criteria:

- The information provided in the application form.
- Any additional information gathered by stormwater and wastewater departments regarding the applicant's suitability and competence to perform the work.
- Feedback from various departments in Councils
- Applicants should include supporting documentation demonstrating their ability to carry out the required tasks.

5.1 Registered Contractor

To apply for Registered Contractor status, contractors must submit their credentials and relevant documents, to the Stormwater and Wastewater Departments, attention of the Stormwater or Wastewater Department Manager:

- Application form
- CV and personnel
- Sitewise certificate or equivalent
- Track records
- Insurance certificate
- Welding certificate for pipe
- Training certificate for LPS

- Equipment to be used on our network
- Other training certificates as per section 4.4

5.2 Licensed Contractor

To apply, Contractor needs to submit the following document to stormwater and wastewater departments manager:

- Application form
- CV and personnel
- Sitewise certificate or equivalent
- Track records
- Insurance certificate
- Equipment to be used on our network.
- Other training certificates as per section 4.4
- High Risk form application for licensed contractor

6. Auditing and inspection

Members of the stormwater and wastewater departments may conduct periodic audits of work done to ensure quality, competency and ongoing suitability of the Contractor to remain registered and/or licensed.

There are two types of breaches that would result in a written warning letter from Council

6.1 General breach

A general breach may include, but is not limited to, the following:

- As-built not provided for LPS installation or an As-built not meeting ES2022 requirements.
- Certified drainlayer no longer working for Registered Contractor / Licensed Contractor company but contractor failed to notified Council staff
- Repeated inspection/audit failures
- Any / all insurance policies are not current and/or valid.
- Any other matter which in Council's opinion is a breach of the standards, conduct or workmanship required of a Licensed or Registered Contractor.

6.2 Serious breach

A serious breach may include, but is not limited to, the following:

- Carry out installation without approved plan.
- Deviating from approved plan on site without written approval.
- Carrying out unsafe practices or breaching Council's Health and Safety requirements including (CSE, handling Asbestos etc.)
- Having installed non-approved materials from site without written approval
- Any abuse, either verbal or physical, of Council staff or their representatives, or a member of the public

- Any other matter which in Council's opinion is a serious breach of the standards, conduct or workmanship required of a Licensed or Registered Contractor.

Two or more general breaches and/or a serious breach may result in the immediate suspension of up to 6-months and/or cancellation of the contractor's authorisation as a Licensed or Registered Contractor by Council.

7. Appeals Committee

A Contractors whose registration is suspended, revoked or cancelled has the right to appeal to the Appeals Committee.

The appeal must be submitted in writing to the Appeals Committee within 10 working days of the Council's notice, stating the reasons for the appeal. The Appeals Committee may grant additional time.

The Appeals Committee will consider the appeal promptly and provide at least five working days' notice of the hearing date, time, and location to the Registered / Licensed Contractor.

The outcome of the appeal will be notified to the Registered Contractor or Licensed Contractor in writing and within 10 working days of the hearing.

8. Termination of Registered / Licensed Contractor

Notwithstanding the above, Council reserves the exclusive right and sole discretion to withdraw, suspend, or terminate the registration and / or license granted to the Contractor to access, work on, or use its network at any time and for any reason.

Such withdrawal, suspension, or termination may be executed without prior notice or cause, and the Council shall have no liability for any loss or damages arising from such action.

Application form

Part 1: Company details

Company name: _____

Company registration: _____

Address: _____

Proposed point of contact: _____

Telephone: _____ Cell phone: _____

Email address: _____

Part 2: Type of application

- Registered Contractor
- Licensed Contractor - *if Licensed contractor is selected, please apply high risk contractor application as well.*
- Application to high-risk contractor

Part 3: Staff and equipment working on Council reticulations system

- Evidence of full-time staff Drainlayers as per Plumbers, Gasfitters and Drainlayers (PGDB) requirements
- Accreditation for LPS training provided by supplier
- Accreditation of welding certificate for pipe
- List of equipment to be used on Council Reticulation system

For licensed contractor applications please provide the additional information in part 5:

Part 4: Track record and working experience

Track record shall be evaluated by stormwater and wastewater departments. However, other departments across Council shall provide feedback on recent projects. Contractors need to provide track records to evaluate, attach new sheet for each project.

- Provide at least 3 recent Projects
- Project details of works carried out in accordance with ES2022
- Project name:
- Type of Project
- Material:
- Pipeline diameter

Part 5: Other requirements

- Company's insurance (at least \$1M Public Liability Insurance, with vibration, removal and weakening of support extension of \$250,000 required). Certificate to be attached.
- Company's Quality Assurance Plan if applicable
- CSE procedure if applicable
- Working with Asbestos training if applicable
- Traffic management if applicable
- High risk contractor application form.