

P03 Expression of Interest – Fencing and Contracting Accreditation

Kia ora koutou and greetings to all businesses and contractors who are interested in contributing to the Kaipara Moana Remediation (KMR) Programme. The KMR programme is based on the KMR Memorandum of Understanding (MOU) - link at bottom of this form. In it are four key investment objectives for the programme.

These objectives form the criteria for the accreditation process. The information you provide will assist us to assess your business to see how well it meets these criteria. Please familiarise yourself with this document, then answer the following questions to the best of your knowledge.

Accreditation Process

This accreditation process will determine if your business can be on the KMR Programme's preferred supplier list. This is a register of suppliers that the KMR Programme will use to purchase goods and services from. The accreditation process will help to ensure our preferred suppliers are able to meet KMR's goals and objectives for growth and success in restoring the mauri of the Kaipara Moana.

The primary purpose of accreditation is to direct the placement of purchase orders and contracts to those suppliers that meet the KMR's established criteria for supplier selection, evaluation, and re-evaluation. This criteria is based upon the KMR Programme's procurement principles, which can be viewed [here](#).

Organisation Details

Name:

Address:

Phone:

Email:

AC/NRC Vendor # (if applicable):

Primary operation(s) of organisation (please tick – more than one if applicable):

Fencing Revegetation (riparian restoration with natives) Site preparation with vegetation control

Additional operations:

Main Contact

Name:

Role / Position:

Email:

Phone:

Organisation Information

This form is divided into five parts: 'A: Services offered' - 'B: People' - 'C: Health and Safety' - 'D: Community Connection' - 'E: KMR Expectations and Next Steps'.

PART A: Services Offered

1. To what extent are your organisation's operations located within the Kaipara Catchment?

(Please refer to the map under Appendix 1 of this form for an outline of the catchment)

2. What services do you provide?

Please tick - indicate if service is in-house, subcontracted or aspirational

Service	Primary (In-house)	Partial (Subcontracted)	Aspirational
Planting (on-site)			
Plant pest control			
Animal pest control			
Fencing			
Training of community groups			
Project Management (large-scale projects)			
Forest management / Landscape design			

3. Proof of Experience – If possible, please supply evidence of both of work carried out within the Kaipara Catchment and work carried out under the services listed as in-house above. This may take the form of works contracts and/or trade references for example.

Note: Please attach any client testimonial(s) if applicable

4. Set-price agreement – Because KMR is such a large-scale programme, KMR intends to work on a set price arrangement. Following price guidance from several contractors within the Kaipara catchment, we have composed a Schedule of Prices, which is provided with this form. This price range will be reviewed every year following annual consultation with accredited organisations around the catchment. KMR-accredited organisations will be expected to stay within this price range for KMR projects. Would your organisation be committed to this?

Yes Yes, depending on price No

Should you have any feedback on the suggested prices, please provide this below:

PART B: People

1. Experience - Please provide a brief account of your organisation's experience in its primary field of operation

Years in business:

Business owner experience:

2. Overview - Please provide an overview of your current staff

Total numbers employed permanently:

Total numbers employed seasonally:

Number of staff employed in administrative roles:

3. Demographics

Number of staff local to the catchment:

Number of staff affiliated to Kaipara Uri (local Marae, Hapū etc.):

4. Remuneration - Do you currently, or are you intending to offer staff the living wage? Please indicate

No Yes Intending to (please outline the strategy for achieving this below)

5. Career Development Pathway - Does your organisation have a career development pathway that provides staff opportunities to progress professionally? If yes, please outline below

6. Training - Do you provide training for staff? Please indicate type of training

Type	On the job training	External training (e.g. Northtec courses)
Health and safety		
Horticulture qualifications		
Fencing qualifications		
Tickets for equipment and machinery use		
Use of controlled materials (vertebrate toxins etc.)		
Management/Leadership		
Other – Please specify:		

7. Qualifications - Please list the current qualifications held by individuals within the organisation that are relevant to the services provided, and the source of the qualification e.g. NorthTec (Please only list a qualification once, even if held by more than one individual)

8. Wellbeing - Does your organisation provide any well-being support for staff? e.g. pastoral care, transport, food – these can be internal or external services, please provide details below:

9. Biosecurity Practices - If applicable to your industry, what biosecurity practices does your organisation currently have in place? e.g. machinery hygiene, working between farms, containing plant and animal diseases i.e. kauri dieback:

PART C: Health and Safety

The awarding of contracts by The KMR is determined not only on the criteria of price and technical ability, but also on the current ability of those to carry out planned work safely and without health risk or harm. No company shall enter into a contract arrangement with the KMR without first having provided sufficient information and documentation to assure KMR that there are satisfactory health and safety systems in place. Failure to provide sufficient information may result in contractors being excluded from the KMR Accredited Suppliers list and result in exclusion from providing services under the KMR Programme.

- 1. ACC Accredited Employers Program (AEP)** - Is your company currently in the ACC Accredited Employers Program (AEP)? If yes, please provide a copy of your current certificate or letter issued by ACC confirming AEP membership.

Date of next certification audit:

- 2. Certifications** - Does your company hold any of the following certifications?
Please list those held and add date of next certification audit where applicable:

Certification	Certification Held	Date of next certification audit
Occupational Health and Safety Management Systems (AS/NZS 4801 or OHSAS 18001/ISO 45001)		
Industry recognised pre-qualification such as Impac PreQual/Impac PreQual Totika/SiteWise/Totika etc		
Any other recognised Health and Safety qualification (Please provide details below)		

Please provide a copy of current certificate and summary report

- 3. Workplace Incidents** - Has your organisation experienced any of the following incidents? Please indicate if yes:

- A. Fatalities B. Injuries (notifiable illness or injuries) C. Notifiable Incident D. Environmental Damage
E. Near miss or unsafe acts or conditions accident F. Corrective and preventative actions

Note: If you ticked 'YES' to A, B, C or D above, please provide supporting information to demonstrate that the incidents were investigated and that root causes were identified and corrective actions were implemented to prevent a recurrence.

4. Safety Record - Please provide details of your safety record for the last 3 years:

Number of notifiable incidents:

If there are occurrences of notifiable incidents, please supply details including remedial actions and/or changes to policies and/or procedures as a result of your incident investigation:

5. Enforcement - Has there been any cautioning or prosecution by an enforcement authority in respect of health and safety over the last 5 years? Please indicate:

Yes No

If yes, please supply details including remedial actions undertaken:

6. Health and Safety Induction Programme - Do you have a Health and Safety Induction programme in place? Please indicate:

Yes No

Please provide an outline below:

7. High risk work or activities - Please indicate ALL categories of work intended to be undertaken by your organisation. Please note, other activities may be determined high risk that are not on this list

Managing physical works	Earthworks	Working near stock
Notifiable work to WorkSafe NZ	Sub-contractor management	Hot work
Engineering	Waste management	Working near water
Hazardous substance use or handling	Construction	Fencing
Traffic management	Road maintenance/ construction	Chainsaws and other small power tools
Agrichemical	Planting	Horticulture
Lone workers	Environmentally sensitive areas	Mobile plant or machine use
Technical Services – Rural advisory	Arboriculture	Long distance driving
Technical Services – Consultant	Erosion sediment control plans	Demolition

Any role carrying out construction observations/physical works on behalf of KMR:

Other – Please specify:

PART D: Community Connection

1. Collaboration - Are you willing to collaborate with other organisations to achieve catchment remediation goals? Please tick.

Yes, we already do Yes, open to that idea No thanks

2. Existing Kaipara projects - Do you have an understanding of, and participate in, ecological restoration projects within the Kaipara catchment? Please tick.

Yes, deep understanding Somewhat, keen to learn Not interested

3. Cultural practice provision - Does your organisation have provision for cultural practice by staff members? Please tick.

Yes No, but keen to learn more No

If yes, please provide details:

4. Career development agencies - Does your organisation have any relationship with career development agencies to support the organisation and its staff? E.g. Ministry of Social Development? Please tick.

Yes No, but keen to see what is available No

If yes, please provide details:

5. Industry organisations - Is your organisation a member of any industry organisations? i.e. FCANZ? Please tick.

Yes No, but keen to learn more No

If yes, please provide details:

6. Contractor collaboration - Do you collaborate with any other relevant contractors? Please tick.

Yes No

If yes, please list company names:

7. Kaipara Uri entities - Does your organisation have a relationship with any of the following Kaipara Uri entities?

Te Uri o Hau Settlement Trust - Environs Holdings

Ngā Maunga Whakahi o Kaipara Development Trust

Te Roroa Environs

Te Rūnanga o Ngāti Whātua

Marae local to you (please specify):

8. Kaipara Uri relationships - If yes, in what capacity do you connect with the above entities?

Training

Work-placement

Support of planting days

Supply of services

Other (please specify):

9. Material sources - To what extent does your organisation source its materials from within the Kaipara Catchment? Where possible, please support your answer with evidence of a local supplier chain – accounts or trade references

Entirely local supply chain

Partially local supply chain

Not at all

PART E: KMR Expectations and Next Steps

Once accredited, all KMR Accredited Organisations will be expected to:

- Support the achievement of the KMR's catchment remediation goals, including through support of the KMR Programme's investment objectives.
- Share knowledge through local networks; seek opportunities for staff and volunteer training
- Share in the KMR journey through connection and collaboration with Kaipara Uri whenever practical
- Attend a KMR Induction Hui - First Hui will be in early December 2021 - details to come
- Read and understand all KMR guidance documents (links below)
- Hold current contractor prequalification certification from an industry recognised certifier (i.e. Impac Prequal, Impac Prequal Totika, SiteWise, Totika etc) as a minimum. If you do not hold a current contractor prequalification certification, please register with <https://sitewise.co.nz/>

What happens next:

Once your completed form has been received and assessed, a KMR Advisor will call you to discuss your application. We will work through any related issues and identify where KMR might assist you in meeting accreditation objectives going forward. Once you are on board as a KMR Accredited Supplier, you will be added to our supplier list.

In the meantime, please familiarise yourself with the following documents:

1) [KMR Memorandum of Understanding](#)

2) [KMR Procurement Principles](#)

3) KMR Schedule of Prices – supplied with this form

Thank you for your willingness to be part of the KMR journey.

For more information, please visit our website: www.kmr.org.nz or email hono@kmr.org.nz

