

31. APPROVED DRAINLAYER REGISTRATION

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The purpose of the report is to clarify issues raised by the City Services Committee Chairman regarding the above scheme. Note that this supplementary report represents the further report referenced in the report Item 11 in the agenda.

THE INFORMATION REQUESTED

Extra information about the proposal was requested in the following areas:

1. The standards set by Council are reasonably obtainable by competent drainlayers
2. The cost of obtaining registration is reasonable
3. The appeal process is available if registration is declined
4. The power to cancel registration is exercisable only upon reasonable notice and for appropriate grounds
4. The Council is not imposing onerous conditions on drainlayers which could affect their business

THE PROPOSAL

Each Approved Drainlayer shall be required to put or have the following in place before they will be eligible to be approved under the proposed scheme:

- Insurances – each Approved Drainlayer shall supply Council evidence that they have sufficient public liability insurance cover in place and that it is in the joint names of the Drainlayer and the Council. There is also an extension to this cover for vibration and loss of support.
- Traffic Management – City Streets Unit have adopted the new Transit code for Temporary Traffic Management for all Council streets therefore all contractors wishing to work on the road have to comply with this. As part of this they have to have one staff member appropriately trained to control the site. This involves attendance and passing a two day course. The cost of this course is approximately \$350. The code also requires a Traffic Management Plan to be drawn up and approved for each work site, which shows the layout of the signs. For emergency work a Generic Traffic Management Plan amended as necessary to fit in with each site is also required.
- Company Health & Safety Management plan – the Health & Safety in Employment Act requires that all companies have one of these in place.
- Quality Assurance – the Drainlayer is required to put in place a simple quality assurance checklist for each job which sets out the important procedural aspects of the job signed off as they are completed. This is to be given to Council at the completion of each job. This is to act as a reminder to the drainlayer of the aspects that are considered important by the Council.
- Work experience – the Drainlayer is required to supply with his application a brief outline of his experience in the type of work involved, together with any references, and the resources he has available. The reason for this is that for work on roads it is important to get the job done as soon as possible to keep disruption to a minimum.

The above requirements, apart from insurance notification, are all done by good drainlayers carrying out this work now. The scheme is designed to bring all drainlayers up to this standard, which is considered to be the minimum. The matter of insurance is to ensure that the Council is not placed at risk should there be a claim against the drainlayer on any job.

Other matters also included in the proposed scheme:

- The document sets out the procedures to be used for each job, what contact and information the Council requires, and what aspects of the job the Council wants to observe before backfilling is done.
- It is a requirement from City Streets that the repaired trench be maintained for 12 months following completion of the restoration. This has been made a requirement for the drainlayer to encourage good compaction and reinstatement.

- Many drainlayers work to the standards set out in the Building Act for most of the work they do. Hence when they get involved with work in the roads and on the Council's drains they are not aware of the higher standards required by the Council. This document sets out these standards so that there is no confusion.
- An appeal process can be put in place if that is what is deemed necessary by the Council's solicitors. The Council will however be working with applicants to explain any shortcomings with their applications and set out what is required to gain registration.
- The power to cancel registration is set out in the document, and this would only be exercised for serious and continued breaches of the requirements of the scheme. Some changes to the wording of the documentation in this area is recommended by the Council's solicitors to make this clearer.
- There is a proposed fee of \$100.00 for processing each application, which is non refundable.

It is proposed that applications can be made at any time, and that there would be a maximum eight weeks processing time for applications by Council.

A draft copy of the documentation was sent to the Drainlayers Association and the Contractors Federation for comment, and they gave the scheme a favourable response. All known local drainlayers were also notified of Council's intention to introduce the scheme and were asked to advise any concerns they had. Very few comments were received and no major concerns were expressed.

At the present time not all drainlayers want to carry out work in this area as they don't want the hassles of traffic management, working around other services in the roads, and the greater depth of these drains in roads, which can lead to more difficult ground conditions. The proposal simply tidies up the requirements for the work in this area so that all people who want to carry out this work are aware of what is involved, and it puts some procedures and controls in place which will enable it to be administered easier.

- Recommendation:**
1. That this information be read in conjunction with the original report (item 11 in the agenda) requesting approval for implementation of the scheme.
 2. That the registration scheme for Approved Drainlayer Registration as described in the two City Services Committee September 2001 reports be approved.

Chairman's Recommendation: That the above recommendation be adopted.