

**PROCESS FOR BECOMING A  
QUALIFIED CONTRACTOR**

**Purpose**

1. The Council has agreed to introduce a category to be known as ***Qualified Contractor***.
2. A ***Qualified Contractor*** achieves a status whereby the company is shown to have achieved the qualifications in the skills for the services that they provide. The qualifications should align to the activities currently shown on the Rural Contractors New Zealand website which are:

Aeration	Baling/Balage/Hay	Cartage	Cultivation
Direct Drilling	Drilling	Earth Moving	Farm Drainage
Fencing	Fertilising	Forage Harvesting (Silage)	
Forestry & Logging	Grain & Seed Harvesting	Hedge & Shelter Cut	Horticulture
Land Clearing & Development		Mowing	Mulching
Parks & Reserve Maintenance		Ploughing	Precision Planting
Root Raking	Spraying Aerial	Spraying Aquatic	Spraying Broadacre
Spraying Brush Weed Control		Spraying External Parasites /Sheep Dipping	
Spraying Total Vegetation	Track Maintenance	Viticulture	Windrowing

3. Registered Chemical Applicators are included in this proposal and qualifications in the specific application type will be shown, in addition to the Registered Chemical Applicator status

**Qualifications**

4. A Contractor can achieve ***Qualified Contractor*** status when the contractor, manager or supervisory employee holds the appropriate NZQA qualification for that skill.
5. NZQA qualification includes any overseas qualification that is recognised by New Zealand Qualifications Authority.
6. The Contractor does not need to be a current financial member of the Federation however ***Qualified Contractor*** status held by a non-member of the Federation will not be advertised in any Federation publication or website. Non-member ***Qualified Contractor*** may however display the ***Qualified Contractor*** vehicle sticker and use the logo in advertisements.

**Application**

7. A contractor will apply on the appropriate form to be granted ***Qualified Contractor*** status. The application is to be supported by documentary evidence showing:

- a. The names of the persons concerned.
  - b. The position of each person within the Contractor's company
  - c. The qualification(s) each person holds, that is relevant to the application and evidence to support each qualification.
  - d. Evidence of the employment relationship between each individual and the contractor making the application.
8. On receipt of the application and provided the Chief Executive is satisfied that the application meets the criteria, **Qualified Contractor** status will be granted forthwith for a period up until the end of the financial year. In the event the application is made in the last quarter, the status will be granted to the end of the following financial year.
9. If the Chief Executive is not satisfied that the application meets the criteria he/she will undertake such further inquiries as are necessary to resolve the matter. If necessary, the Chief Executive will forward the application to the Council for final determination.

### **Renewal**

10. To ensure as far as is practicable that the **Qualified Contractor** is entitled to use the term; each **Qualified Contractor** will be required to certify each year that there are employees who hold the necessary qualifications in each of the skills originally applied for.
11. The **Qualified Contractor** status will be withdrawn in the event that:
- a. The person for whom the original application was made as an employee has left and that qualification no longer is held by the contractor or any management or supervisory employee; or
  - b. The Contractor fails to complete and return the Membership Update form containing the certification by the due date.
12. Should additional **Qualified Contractor** skills wish to be added, a further application is required.

### **Promotion**

13. **Qualified Contractor** will receive a certificate for each of the qualifications/skills achieved.
14. A **Qualified Contractor** logo is available for use on clothing and vehicles
15. Entries on the website will show **Qualified Contractor** status