

Accord Network

Contractors and Specialist Trades practice and culture assessment

This document is for information only, please use the [online form](#) to complete the assessment.

This form sets out levels of practice for Accord Network members that are construction contractors or specialist trades. Please select which statements **best describe, or are closest to**, the practice in your company. This assessment contains **26 questions**. They relate to procurement, business practices, people development, health safety and wellbeing, and environment.

The form will generate a report that your organisation can reflect on and track progress against. The Accord Transformation Unit (ATU) at MBIE will use the data to establish baselines for the sector and to monitor practices and change across the Network as a whole. Your report will be kept confidential to your organisation and the ATU.

Procurement, contract and payment practices

Select which statements best describe the practice or culture in your organisation:

Value vs cost

When selecting suppliers and/or subcontractors:

- we focus more on non-price attributes like track record, team, quality, and value than on lowest price
- we are working towards a greater focus on non-price attributes such as quality and value rather than a focus on lowest price
- we base our decisions mainly on lowest price

Standard form contracts

When drawing up contracts with suppliers and subcontractors:

- we use standard contracts where appropriate that are easily understood by our supply chain and we include few special conditions
- we don't often use standard contracts, or we do use them but make significant amendments with special conditions, but we are working to adopt a more standardised approach with fewer special conditions
- we use bespoke contracts even where a standard contract is available, or we use industry standard contracts but make significant amendments with special conditions
- This question isn't applicable to us

Risk allocation and supply chain engagement

When allocating risk in our subcontracts and supplier agreements:

- we aim to ensure that risks are held by the party best suited to manage them, and we frequently engage with the supply chain to ensure risk allocations are appropriate
- we believe we generally develop contracts with fair risk allocations, but we are working to improve our engagement with the supply chain to ensure this is the case
- we believe we generally use contracts with fair risk allocations, but don't engage with the supply chain to evaluate this assumption
- This question isn't applicable to us

Risk transparency

In our subcontracts and supply agreements:

- we make it clear how risk has been allocated and we allocate risk proportionally to the size of the subcontract or supply agreement
- we generally clarify which risks belong to each party but don't allocate risk proportionally to the size of the subcontract or supply agreement however we are working to address this
- we don't clarify the risks that exist and don't allocate risk proportionally to the size of the subcontract or supply agreement
- This question isn't applicable to us

Partnering

With regard to partnering when we set up contracts with our project partners, subcontractors and/or suppliers

- we adopt formal partnering principles such as those set out in the Construction Sector Accord [Contract Partnering Agreement](#)
- we don't currently adopt formal partnering principles, but are working to integrate these into our contract processes
- we don't adopt formal partnering principles
- This question isn't applicable to us

Collaboration to manage risks

When working to mitigate project risks:

- we proactively collaborate with our project partners and subcontractors during pre-contract phases
- we are working toward better collaboration with our project partners and subcontractors during the pre-contract phase
- we rarely collaborate with our project partners and subcontractors during pre-contract phases
- This question isn't applicable to us

Retentions

When handling retentions:

- we protect retention money by holding it on trust in a separate bank account and we inform the payee of how the money is being held
- we don't protect retention money by holding it in a separate account, but we are working to implement this
- we hold retention money in a general business account
- This question isn't applicable to us

Payment claims

When making a payment claim:

- we always submit transparent, timely and accurate payment claims that support a no surprises approach to our clients
- we are working to improve the transparency, timeliness and accuracy of our payment claims that support a no surprises approach to our clients
- we often issue our payment claims irregularly and we don't believe it's our job to work with the client and their consultants to support a no surprises approach

Prompt payment - subcontracts

We typically pay our subcontractors:

- within 7 days of receiving a valid payment claim
- within 20 days or less of receiving a valid payment claim (in line with the Construction Contracts Act)
- within 30 days of receiving a valid payment claim, and we are working to shorten this time
- more than 30 days after receiving a valid payment claim
- back to back with the main contract conditions

Prompt payment - suppliers

We typically pay our suppliers:

- within 7 days of receiving a valid invoice
- within 20 days or less of receiving a valid invoice
- within 30 days of receiving a valid invoice, and we are working to shorten the time it takes for us to pay
- more than 30 days after receiving a valid invoice

Business practices

Select which statements best describe the practice or culture in your organisation:

Project assessment

When tendering or quoting for work:

- we only tender for projects that we have assessed we have adequate resources to complete, and complete to a high standard
- we are working to more thoroughly assess our resourcing before tendering for work to ensure we can complete it and complete to a high standard
- we tender for any work that looks profitable for us and trust that we can acquire resourcing to meet completion targets and standards

Pricing*

When pricing our tenders or quotes:

- we have processes in place to ensure our pricing is realistic and transparent, and at a level that allows us to complete work to a high standard
- we are working to implement processes to ensure our pricing is realistic and transparent and at a level that allows us to complete work to a high standard
- we mainly focus on being the lowest tendered price

Members are free to price independently and as they see fit. The Accord does not encourage any arrangement or understanding between members as to price.

Technology

Our approach to technology is:

- we readily invest in and adopt new technologies to create efficiencies and improve quality, such as BIM and job management software
- we are looking at how we can improve our uptake of new technologies to be more efficient and lift the quality of our work
- we tend to stick with traditional or tried and true methods and are usually wary of new technologies

Right skills

To ensure only appropriately skilled people work on our sites:

- we keep an active record of registered and/or licensed trades such as licensed building practitioners, electrical workers, plumbers, gasfitters etc, and monitor whether registration and/or training is current
- we keep a record of registered and/or licensed trades such as licensed building practitioners, electrical workers, plumbers, gasfitters etc. We don't monitor whether registration and/or training is current but plan to address this
- we don't keep a record of registered and/or licensed trades such as licensed building practitioners, electrical workers, plumbers, gasfitters etc, and don't monitor the whether registration and/or training is current
- This question isn't applicable to us

Industry engagement

To ensure our business can make well-informed decisions:

- we regularly engage with other industry stakeholders and the supply chain to understand sector-wide issues, risks and opportunities
- we determine our organisational and construction project strategies from our own insights, but we consult with industry stakeholders and the supply chain to evaluate our ideas
- it isn't our practice to engage with the industry on issues, risks and opportunities

People development

Select which statements best describe the practice or culture in your organisation:

Employee career pathways

With regard to our employee's careers:

- we provide career pathways and progression opportunities and make these clear to our employees
- we are working on providing clearer career pathways and progression opportunities to our employees
- we don't proactively provide career pathways or progression opportunities and expect our employees to take responsibility for their own careers
- This question isn't applicable to our organisation as it is too small to provide career progression opportunities

Employee development

When it comes to employee development:

- we have learning and development plans in place and provide training opportunities (beyond compliance training) eg apprenticeships, leadership training, NZ Certificates, and we offer literacy and numeracy support where appropriate
- we are looking to better provide training for our staff and are planning to implement learning and development plans for every employee
- we don't have learning or development plans for our employees

Inclusion and diversity

In our organisation:

- we actively support diversity and inclusion and have internal systems in place (eg in recruitment and staff development) that ensure continuous support for this
- we support diversity and inclusion through informal action and are working toward setting up internal systems to ensure this is effective
- we support diversity and inclusion through informal action
- we don't see diversity and inclusion as something that requires our attention
- This question isn't applicable to us as we are too small

Health, safety and wellbeing

Select which statements best describe the practice or culture in your organisation:

Site access

To ensure everyone working on our sites understands their role in health and safety:

- we follow the CHASNZ/Site Safe [Guide to Site Access Requirements](#) document and ensure our people have completed appropriate foundation health and safety training and the ConstructSafe assessment. We ensure they are inducted onto our sites appropriately, and we provide the appropriate supervision.
- we are aware of the CHASNZ/Site Safe Guide to Site Access Requirements document and are working to better implement all of the requirements around foundation training and assessment, site inductions and supervision.
- We don't engage with the CHASNZ/Site Safe Guide to Site Access Requirements document and tend to follow our own health and safety procedures

Health and safety prequalification

To support a common standard and reduce unnecessary cost and duplication in health and safety prequalification:

- we are signed up to Tōtika or are supporting the cross-recognition of prequalification through other practices
- we are planning to sign up to Totika or are working toward supporting the cross-recognition of prequalification through other practices
- we are considering joining Totika or other ways we might better support the cross-recognition of prequalification
- we have no plans to join Tōtika or to consider how else we might support the cross-recognition of prequalification
- health and safety prequalification doesn't apply to us

Mental wellbeing

When it comes to mental health:

- we are committed to the mental wellbeing of our employees and provide support where necessary such as referring people to [Mates in Construction](#) or other services
- we are working to better support the mental wellbeing of our employees
- we don't generally get involved in the mental wellbeing of our staff

Hours of work

With regard to the working week:

- we actively monitor our employees hours of work to ensure they are reasonable and to allow a good work/life balance
- we are working to better monitor our employees hours of work to ensure they are reasonable
- we don't generally monitor the number of hours our employees are working as we work the number of hours needed to deliver the project on time

Bullying and harassment

In our offices and/or on our work sites:

- we have zero tolerance for bullying and harassment, we actively monitor for it and we take immediate action when it is reported or discovered
- we are working to better monitor for bullying and harassment and to improve how we manage this behaviour when it's discovered
- we only respond to bullying and harassment when it's called to our attention and find it difficult to know how to deal with it
- we take a hands-off approach to bullying and harassment and let employees deal with issues themselves

Safety in design

With regard to safety in design:

- we always work proactively with clients, designers and engineers to provide practical advice on health and safety in design on our projects
- we don't always proactively work with clients, designers and engineers to provide practical advice on health and safety in design on our projects, but are planning to do more of this
- we don't generally work with clients, designers and engineers to provide advice on health and safety in design on our projects
- This isn't applicable to us

Environment

Select which statements best describe the practice or culture in your organisation:

Environmental impact

With regard to reducing the environmental impact of the construction process:

- we are committed to reducing the environmental impact of the work we do and have clear policies and procedures in place to achieve this
- we are committed to reducing the environmental impact of the work we do and are working towards developing policies and procedures to achieve this
- we don't have policies and procedures to reducing the environmental impact of the work we do

Minimising carbon emissions during construction

With specific regard to carbon emissions from the construction process:

- we have policies in place to reduce carbon emissions (eg through good waste management, efficient transportation, and efficient on site energy usage) and have clear procedures to achieve this, including how we will work with our sub-contractors and suppliers
- we are committed to reducing carbon emissions but don't yet have policies and procedures in place to achieve this
- we don't have policies or procedures in place to reduce carbon emissions