

Business Profile:

Section 1 – Company Details

Keith Bullock Contracting Limited

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Principals	Glenn & Linda Bullock	

Executive Summary

Keith Bullock Contracting Limited is an Earthmoving, Rail and Cartage Contracting Company, working in the greater Wellington Region since 1960. Having been in the construction industry for so long we have built up a solid group of sub trades and are able to call on their expertise as needed.

Structure of the Business

Limited Liability Company
Glenn Bullock as sole Director
Glenn and Linda Bullock as Shareholder's
Business Started in 1960.
18 full time staff excluding Glenn & Linda, additional staff added as required.

Location of Business

Office, workshop and yard located at 8a Kinleith Grove, Porirua. Consisting of 6000M2 of land with a 900M2 workshop with our own welding, painting and service facility. 200M2 office space. The land is used for parking of our trucks and gear, material storage, Glass recycle bunkers and staff parking.

Capability Statement

Keith Bullock Contracting has been involved in numerous projects in its 61 years. In recent year's we have won contracts for many developments, main one's being, View Road – 26000M3 cut to waste, all roading and services for 27 lots, all on extremely steep terrain in Titahi Bay. Summerset Aotea – 102 lot development involving the cut to fill for each site platform, all services and roading to each lot and the development of the main aged care building onsite (Both View road and Summerset ran concurrently over two seasons). Ardsley Park Development and extension of Manuka Street, Masterton – 20 lots and 36000M3 of cut to fill onsite plus all services and roading for the 20 rural lots. Alexander Rd, Upper Hutt – 55 Lots commercial development. 48000M3 of cut to fill, 14000M3 of unsuitable material to spread, dry and compact (Both Ardsley Park and Alexander road projects ran concurrently over one season). Hoffs Place development – 22000M3 of cut to fill and 7400M3 of cut to waste, all roading and services for 14 lot commercial development. SH58 realignment – 28000M3 of cut to waste, this project we sub contracted to Fulton Hogan as it was an NZTA project requiring

State Highway road restrictions, road closures and permanent traffic control while we widened the road. We won this project through Fulton Hogan on attributes and our ability to provide GPS controlled excavators. Makara and Mill Creek wind Farms - we subbed to Goodmans on projects, supplying excavators and operators for final batter trimming of the kilometers of roadside batters. Setting up silt control and maintaining after a rain event. Westwood in Masterton bulk earthworks in 2020 being some 84,000m³. Silverstream bulk earthworks. 350,000M³, services and roading for 150 lots, Cashmere Oaks Masterton bulk earthworks 55,000m³ in 2021. Kelson Development, this will create 300 plus sections, we are the main earthworks contractor for this development, shidding in excess of 400,000M³ of cut to fill, 7 x MSE earthwall's, timber retaining walls, trimming roadways and house pads. This is just an overview of some of the projects we have won and completed, giving an idea on our capability.

Contract Structure / Personnel

- **Glenn Bullock – Manager** - 43 years' experience in earthmoving, waste and transport management. Glenn starting driving machines and working through to managing his own projects. Glenn managed the Spicer Landfill for 18 years, in that time he was contracted by the World Bank to set up the landfill in Vanuatu, including the original setup up of the landfill, training of staff onsite, machinery procurement, training on the actual landfill method implemented and monitoring of progress to the satisfaction of the World Bank before hand over. The Spicer Landfill contract incorporated the running of the Landfill, resource consent compliance and daily monitoring of that compliance. Glenn does all the pricing, contract claims, sourcing plant, driving gear onsite if required, to final certificates before hand over to the client's. Key responsibilities are the day to day running, pricing and claims, management, QA checks, and overall responsibility of the Company.
- **Linda Bullock – Financial Manager** – 35 years accounting and administration experience. Starting with attending Gilbys Business College. Linda's working life started with working for some major corporate companies like the Dominion Newspaper, Frank Renouf and Co and NZ stock exchange. In the role with NZ stock exchange, Linda was involved in getting trained and then writing a training document and traveling around all NZ stock exchange branches and training them on the new computer systems. Linda had a brief time out of the work force having family before getting involved in the accounting and administration of Keith Bullock Contracting Ltd, as the business grew her role has changed to involve all day to day accounting and administration. Linda has trained in Health and Safety and set up our initial health and safety plan and implementation, updating and auditing as legislation changed.
- **Angela Bullock – Office Support** – Ang comes with extensive experience from Contact Energy managing vehicle requirements for Road User, Registration, COF and WOF. Ang also completes all weekly dockets and timesheets. Back up also for Linda in the financial role.
- **Matt Payton – QS Engineer** – Matt has 13 years' experience, starting out with a civil engineering consultancy/geotechnical laboratory operating drilling rigs, 2T to 5T, undertaking GPS surveys. Matt completed his Diploma in Civil Engineering before setting up a new branch for the geotechnical laboratory and managing workload and staffing. Coming across to Keith Bullock Contracting Matt is involved in pricing, contract claims, QA checks, sourcing of materials and plant for projects.
- **Kellie Bullock – Health and Safety** - Solely employed as Health & Safety Officer, responsible for Keith Bullock Contracting Limited site and staff training inductions, tool box meetings, training courses, WTR licences, all staff inductions and training for trucks, machines and tools,

reporting accidents/incidents, site audits, pre-starts. Kellie has a raft of H&S qualifications such as Impact Level 1, 2, 3 H&S Representative, Site Safe and First Aid. Kellie is committed to ensuring policy, procedures, systems and services are in place to provide the highest level of safety.

- **Mark Bullock – Site Manager and Excavator Operator** – Mark 17 years' experience with machine operating. Starting with machine operating and has worked up into managing his own projects. Mark served his time with the Local Cat Dealer as an apprentice mechanic before coming back to drive diggers and manage projects. Mark has worked on numerous projects including the Makara Wind Farm, Mill Creek Wind Farm and SH58 roading project to name a few. Marks skills are varied; he can drive any machine with confidence and has all his machine and truck licences. Marks main roll is the running of bigger projects, his knowledge of our GPS based machinery is huge having taken delivery of our first GPS based machine, Mark's knowledge is invaluable with our other GPS gear and training up the guys on them.
- **Dean Bullock – Excavator Operator/Foreman** – Dean has 13 years' experience, starting as a labourer, Dean worked his way up into driving small diggers, 1T to 6T, rollers and loaders. Dean completed and past apprentice training course as a panel beater/ painter before returning to Keith Bullock Contracting Ltd. Dean has worked on many projects, mainly finishing works like Kerb and Channel, footpath and roading prep, all of these require a very fine eye for detail. Dean is managing our small digger teams now and helping with the day to day organizing of jobs and staff. Dean has his WTR license, L1 traffic controller, ITD license.
- **Bruce Wilson – Truck and Trailer Driver / Dump Truck** – Bruce has 31 year's experience with all types of trucks & trailers. Started driving as a truck driver then truck and trailer driver before becoming dispatch coordinator/ relief driver. Bruce came to us wanting a change, he drives our Hino 7.5M3 truck and trailer unit and also very competent with our 30T Dump Trucks. Bruce is an extremely competent driver and adapts easily to change within the day's work, taking pride in his vehicle and work sites.
- **Amy Robinson – Truck Driver** - Amy has 11 years' experience in driving Trucks, articulated dump trucks and loaders. Amy started as a labourer implementing silt control and worked up to driving articulated dump trucks and road trucks. Amy is with us as a Truck Driver (based on a separate contract full time), but can be swapped out at any time to assist with earthmoving job sites, having licences 1,2,D,W,T,R and a knowledge of silt control set up.
- **Sam Kinsey – Truck Driver / Operator** - Sam has a raft of diverse abilities which allows him to fit into any job or task as required. He has years' experience operating small diggers, 6 years labouring and training as a diesel mechanic, driving gantry truck and more recently in our workshop servicing vehicles and machinery.
- **Whetu Paenga – Operator** - Whetu has 9 years' experience truck driving, machine operating. Starting with us as a labourer on residential sub-divisions, and rail work completing ACDC awareness and Tunnel Ops Basic, Whetu is a valued member who easily works in on any job and has gained experience with diggers, compactors, dump trucks.
- **Mike Gaffey – Excavator Operator** – Mike started his working career with a National Certificate in Carpentry, but soon moved onto operating diggers in 2011, Mike quickly gained the experience required and joined us in 2015 and is extremely competent with all sizes from 1.7t – 30T, diggers, dump trucks, rollers. Mike shows the ability to lead and run jobs with ease.

- **Sam Ramji – Labour** – Sam started as an apprentice builder then a yard man. Whilst in the building industry, he saw the potential of operating diggers and decided that was the path he wanted to follow. Since joining us, Sam has quickly fitted into our team spirit, shows a keen willingness to learn and takes guidance. He is competent on our small diggers 1.7T to 5T, and currently under training on our 30T dump trucks and showing potential.
- **Scott Hilder** – Scott has previously owned and operated his own truck business, and wanted a change from the stresses, and joined our team in November 2020 as our Gantry Truck Driver, he picks up Skip Bins with Glass or Rubbish weighs them and places the Glass in our bunkers and loads out to Auckland with our 950 loader, Scott manages the Glass and deliveries from Wellington to Auckland.
- **Daniel Miller** – Daniel joined our team in September 2021 coming from an extensive earthmoving background and management of staff and jobs. Daniel is proving extremely viable with a good understanding of all our heavy equipment, jobs, GPS, managing staff on site and dealing with customers, engineers on site.
- **Elyce Davies** – Elyce joined our team as a labourer in September 2021, and has very quickly proved no job is too small or too big, a very keen learner and is now driving our 3T Hino Truck with materials for jobs.
- **Michael Larsen-Ocky** - Michael also joined our team in September 2021, as a digger operator coming from an earthmoving background, and is learning our machinery and jobs satisfactorily.

Plant and Equipment

1 x 40T Caterpillar Digger – GPS Equipped
 3 x 25T Caterpillar Digger's – GPS Equipped
 2 x 14T Caterpillar, Hitachi Digger's – GPS Equipped
 2 x 5T Caterpillar, Hitachi Digger's
 1 x 3T Caterpillar Digger
 2 x 1.5T Caterpillar Digger's
 1.7T Hitachi Digger
 30T Dump trucks
 30T Water truck – 28000Litre
 25T Caterpillar Sheepsfoot compactor
 Trucks & Trailer's
 Western Star Transporters/ Tipping Semi's
 3T Tip trucks
 12T Sheepsfoot / Smooth Drum Roller
 4T and 1.5T double drum vibrating rollers
 Loaders
 Graders
 Mid-mount graders

Any other equipment or machinery will be hired as required. All machinery is equipped with ROPs cabins or canopies. Diggers have tilting quick hitch from 5t up and standard hitch 3t down.

Health & Safety Programme

Keith Bullock Contracting Limited has a sound Health & Safety programme. We employ a person whose role is dedicated to preparing our manuals for each job, visiting sites and running tool box meetings, identifying hazards and liaising with staff in relation to these. A full copy of our H&S folder is available on request and a dedicated manual will be on site at all times for this project. We pride ourselves as being one of the first contractors in the Wellington Region to have a dedicated person in this role. All staff attend mandatory Tool Box Meetings. We actively review and update our procedures and system to ensure we are always up-to-date in legislation and changes.

Only Staff who have completed the On Track induction are used for any rail work.

All staff attend and complete a civil site safety course.

First Aiders: All Staff

Safety Management Plan

All Keith Bullock employees have been inducted through the company's Safety Management Plan. Sections of our SMP cover:

- Fitness at work which covers vision, hearing and mobility appropriate for the work task analysis to be completed.
- Illegal Drugs & Alcohol are hazards at work and not tolerated
- Prohibited use of cell phones and personal music systems
- PPE gear:
 - Steel cap ankle supported boots
 - Hi Visibility cover shirts that meet AS/NZS day and night standards,
 - Hard Hats, Safety Glasses

Fatigue Management is a high priority for Keith Bullock Contracting and our company follows the guidelines from the H&S Employment Act and also the Land Transport Act.

A dedicated daily Hazard Management pre-start check for all sites which involves:

- Pre site meeting – prepare and complete Site Safe Plan
- Site Inductions
- Task Analysis
- Machine pre-starts
- Job walk over
- Hazard Identification
- Plant/Equipment labelled clearly to show any hazards. Silt control measures or Environment concerns are managed in accordance with law requirements.
- Staff daily induction to site and identify hazards

Hazards: This is job specific and gets filled out on site once identified with controls.

Environmental Aspects and Impacts are determined at the job sites and accessed using controls that are in harmony with OSH Employment Act 1992.

MSD folders are specific to what vehicles carry i.e. paint, fuel or anything hazardous. A full copy can be sent on request. These are carried in all Bullocks Vehicles.

Keith Bullock Contracting Health and Safety folder on site cover's the following:

- Contents page
- Health & Safety Policy
- Hazard Identification Controls & Procedures
- Health & Safety Information & Site Safety Rules
- Daily Register
- Visitors Register
- Tool Box minutes - Task Analysis
- Safety Audit Checklist
- Hazard Management Register
- Accident Reporting Procedures
- Incident Report
- OSH Record of Accident or Serious Harm
- Minor Accident or Near Miss Report
- Staff training Inductions / Health & Safety Training Information

Quality and Environmental Assurance

Kellie Bullock our H&S Manager will oversee all quality and environmental assurances on site. Writing up quality and environmental plan and implementing, monitoring for each site, as we acknowledge each area / site is different.

During previous projects we have changed how we address each site and manage QA. This is now reflected in our site approach, and by also installing software to monitor projects.

Proposed Methodology

Methodology changes for each job, if successful in the selection process we will provide once further details are known.

Delivery Programme

Delivery Programme changes for each job, or project, we will provide detailed delivery programme to meet the clients timeframe. With this, we can add resources etc to meet timeframes.

Sub-Contractors

Sub-Contractors that Keith Bullock Contracting Ltd uses are subject to completing our Safety Management Audit Checklist which covers their Safety Policy and Management, Procedures, Hazard Identification, Task Analysis, Training, Records, Accident Investigation, Awareness and Emergency Procedures.

Track Record / Experience

Keith Bullock Contracting Limited has a sound track record. Since beginning in 1960 and under direction from Glenn Bullock since 1983. We have a sound reputation in the industry.

We have also, worked under contract to Kiwi Contractors Ltd at Rimutaka Prison where staff had to undergo "Police Vetting", we have not had any problem with staff being approved.

We have completed various Kiwi Rail Projects including, working 24 hour day shifts over 7 days, tunnel lowering Pukerua Bay to Paekakariki, traction piles Pukerua Bay to Paekakariki, Johnsonville, NIMT and Wairarapa Lines, culvert work NIMT, all work was completed on time and to budget.

Keith Bullock Contracting Limited has been involved in various large contracts such as

Summerset Retirement Village, Aotea, Porirua – earthworks contract \$2.6m 10 months
Alstom – Foundation excavation, track re building, tower deconstruction, Pauatahanui.
Ardsley Park Subdivision, Masterton – earthworks & drainage \$1m 5 months
Hoff Place, Porirua, commercial subdivision - bulk earthworks \$400k 6 weeks
Alexander Road, Upper Hutt, commercial subdivision – bulk earthworks \$450k 8 weeks
Lindis Close, Kelson, Lower Hutt, residential subdivision – earthworks & drainage \$1.2m 1 year
Flora Street, Porirua, residential subdivision – earthworks \$350k over a 6 month period
T8 Rail Work – drilling holes for new Traction poles.
PCC Clarifier – Treatment Plant bulk earthworks and drainage - \$900k
Bunnings Lyall Bay – demolition of old buildings
Riddiford Street Wellington – demolition of building for new housing development
Macaulay Street Wellington – siteworks and preparation for new housing development
Silverstream Road Wellington – siteworks and preparation for new housing development
2016 Various emergency response works for Porirua City Council during flood times, Grays Road, Albratross Close, Airlie Road, Pukerua Bay Beach Rd, which involved opening up roads from slips, clearing material offsite, managing traffic and public to ensure safety
Spicer Landfill recapping work as sub-contractor to Fulton Hogan, job was completed ontime and within budget and has completed the next stage under Envirowaste NZ at Spicer Landfill.

Various single house site developments, involving earthworks.

Various park and walkway's for the Porirua City Council. Clearing road access for Wellington City Council, road access to Vodafone cell sites, various farm tracks and maintenance.

Should you require any further information or clarification please do not hesitate to contact me.

Glenn Bullock