



May 2024

Welcome to the May 2024 issue of the Low Value Maintenance Panel (LVMP) Contractor Newsletter.

In this issue, we'll be focusing on the LVMP contract extension and Consumer Price Index increases, after hours callouts, the Simple Works process, Maintenance Advice Form procedures, change of ownership process, WA Police integrity checks and an asbestos update.

Contract extension and Consumer Price Index (CPI) rate increases

Contractors were notified recently that the LVMP has been extended to 30 June 2026. The extension period will allow time to consider areas for improvement and to redevelop a new contract.

All terms and conditions, including pricing, remain the same for the extension period. Rate increases in line with the CPI will still be applicable in accordance with the current process.

It is important to lodge your application for a CPI rate increase by 31 May, at the latest, for a rate change to take effect from 1 July.

After hours call outs

There have been instances recently where contractors have not answered their phones after hours when contacted by the call centre.

The requirements for contractor availability after hours is stated clearly in the Request as follows:

If the Contractor has elected to provide After Hours Breakdown Repairs, then the Contractor is required to be available 24 hours a day, 7 days a week, any week of the year to respond to all Orders.

Non-compliance of availability is actively monitored and may result in contractual action being taken.

Simple Works process

Simple Works is low value maintenance work that is not a breakdown and possesses the following characteristics:

- it is straightforward in nature
- low in value
- low in risk
- suitable for delivery by a single breakdown repair contractor
- able to be satisfactorily managed by the person requesting the work.

Please familiarise yourself with the Simple Works process available at the following link: [Simple Works Process Guide](#).

In particular, please note the following:

- providing quotes under simple works can't be charged for
- contractors are not obliged to accept a simple works request from the call centre
- on completion of a simple work, the invoice is to be sent to the Department of Finance, not the agency requesting the work.

Maintenance Advice Form (MAF) procedures

A recent spate of incidents concerning incorrect use of the MAF has arisen, in particular, incorrect time on site being recorded and times being altered when queried.

This is a reminder that you are not allowed to alter times without the authority of the Site Representative or the Department of Finance. Non-compliance will result in contractual action being undertaken.

Please ensure your teams are fully aware of their obligations regarding completing MAFs. Further details are on the inside cover of the MAF booklet, if assistance is required, please contact your Breakdown Repair Intervention Officer.

Change of ownership

If you're considering selling or restructuring the ownership of your business, you must provide us with a minimum of one month's notice of your intention and provide any relevant information.

This allows us time to review the incoming party and determine if a novation of contract will be approved and prepare a deed of novation for signing by both parties.

WA Police integrity checks

A reminder for those contractors attending major WA Police sites, the onus is on the business owner to ensure all relevant contractor personnel are integrity checked, and validity maintained, in accordance with Clause 2.3 (b) of the Contractor Service Delivery Procedures.

If there is a requirement to attend a WA Police site, and your attending technician is not integrity checked, please liaise with the site representative to arrange a suitable time to attend, where you can be accompanied.

To obtain an integrity check if required, please contact WA Police at

Asset.Maintenance.SMAIL@police.wa.gov.au

Asbestos update

In line with Work Health and Safety laws for safely managing asbestos, several amendments and updates regarding asbestos have been made on [WA.gov.au](https://www.wa.gov.au).

Firstly, the Asbestos Booklet has been replaced with the following WA approved Codes of Practice.

- [Code of Practice How - How to manage and control asbestos in the workplace](#)
- [Code of Practice - How to safely remove asbestos](#)

The Asbestos Booklet has served as an enduring guidance document for Department of Finance contractors, providing instructions for safely managing asbestos still in buildings and implementing secure and safe work practices when handling and removing asbestos.

Recent introduction of Work Health and Safety laws in WA now mandates that contractors conducting asbestos-related tasks in government-owned buildings adhere to these laws, including compliance with these approved Codes of Practice concerning asbestos.

Secondly, [WA.gov.au](https://www.wa.gov.au) now includes links to information about [asbestos](#) and [frequently asked questions](#).

Section 3 of the LVMP Contractor Service Delivery Procedure manual has been updated with these changes.

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Government of **Western Australia**
Department of **Finance**



Acknowledgement of Country

The Department of Finance acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

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