



# Maintenance Bulletin: National Police Clearance Audits, Asbestos Removal and Breakdown Repair Invoicing

**March 2026**

On 5 December 2025, the Department of Housing and Works' Buildings and Contracts division issued a [bulletin](#) outlining a number of safety and compliance initiatives that would be implemented in 2026 across our Low Value Maintenance Panel (LVMP), Service Alliance 2012 (SA12) and routine maintenance contracts.

These initiatives seek to improve contractual compliance and on-site risk management by our maintenance contractors. These initiatives will assist the Department of Housing and Works (DHW) and your business, to support Workers to remain safe on sites and ensure expectations regarding work health and safety are met.

This Bulletin provides further detail with respect to the initiatives being implemented which includes:

- [Audits of National Police Clearances](#)
- [Changes regarding DHW's requirements for the removal of less than 10m2 of non-friable asbestos](#)
- [New breakdown repair invoice submission and work status advice](#)
- [General reminders about working with asbestos, asbestos awareness training and maintenance invoicing requirements](#); and
- [Contractor briefing sessions](#) on the information contained in this Bulletin.

## Audits of National Police Clearances

It is a current requirement that all Contractor Personnel who attend a site on behalf of DHW hold a National Police Clearance (NPC) of no more than two years old, containing no adverse criminal history. This NPC should be obtained by the Contractor prior to Contractor Personnel attending site.

From 3 March 2026, DHW will be modifying its NPC review processes to include a selection of Contractor Personnel identified on Maintenance Advice Forms. If your business is selected as part of the audit process, you will receive an email requesting the relevant NPC. Please assist us by providing this information as soon as possible.

All NPCs will be treated confidentially.

As per current contractual terms, a valid Security Installer Licence (SIL) will be accepted in lieu of an NPC.

# Changes regarding the removal of Non-Friable Asbestos Containing Materials (ACM)

## What has changed

From 30 March 2026 – DHW will introduce additional controls to ensure the safe removal of asbestos by its contractors:

**All purposeful removal of non-friable ACM – regardless of quantity, must be removed by a Licenced Asbestos Removal Contractor (LARC).**

This means that even though WHS laws allow unlicensed removal of less than 10 m<sup>2</sup> non-friable ACM by trained contractors, DHW will require a LARC for any planned or intentional ACM removal. An exception process may be applied to breakdown repair work, refer below.

## Purposeful removal vs Incidental Disturbance

Purposeful Removal (LARC Required) - is when the primary objective of the task is to remove ACM, such as detaching asbestos cement sheeting, tiles, or backing so they can be discarded or replaced.

Incidental Disturbance - occurs when ACM or Asbestos Containing Dust (ACD) is disturbed unintentionally or unavoidably while completing another task, and the work is not intended to remove ACM. This becomes **asbestos-related work**, which may be performed by a competent person using appropriate controls (see [General Reminders – Working Safely Around Asbestos](#)).

## Breakdown Repair Work

**If you are not a LARC** - and you identify that purposeful ACM removal is required as part of a breakdown repair job – either during pre-start checks or once work has commenced:

1. Stop work immediately.
2. Notify the site representative.
3. Contact DHW (refer to contact details on the Purchase Order) to discuss next steps.
4. The DHW Officer will ask you to confirm:
  - a) The estimated volume of the ACM to be removed.
  - b) Workers carrying out the work have completed **Asbestos Awareness Training**.
  - c) A **task-specific Safe Work Method Statement (SWMS)** has been prepared, aligned with the *Code of Practice for removal of <10 m<sup>2</sup> non-friable ACM*.
  - d) The removed ACM will be properly contained and legally disposed of at a licensed facility.
5. DHW will advise whether the request is **approved** or **rejected**. **If rejected:**
  - a) Cease work and **make the area safe**.
  - b) Inform the Site Representative.
  - c) Invoice DHW for time and materials spent.
  - d) If required, a new purchase order will be issued when safe to proceed.

## Removal of friable ACM

All friable ACM must be removed by a Class A LARC regardless of volume.

# Breakdown Repair Invoice Submission and Work Status Advice

For breakdown repairs, a completed and signed Maintenance Advice Form, and a corresponding invoice are the minimum evidence requirements to demonstrate that breakdown repair works are completed.

It is a current condition of contract that invoices for breakdown repair jobs are received by DHW 14 days after job completion. From 30 March 2026, DHW is implementing the following process changes to ensure the timely completion of breakdown repairs in line with client agency and government expectations.

You will be required to:

- Complete the work in accordance with assigned priority and submit your invoices within 14 days of the completion date and time (as indicated on your Purchase Order).
- If this does not occur:
  - you will receive an email containing a report of overdue Purchase Orders.
  - you will need to provide a written response within 10 Business Days by completing the required detail in the report to indicate the status of the overdue Purchase Orders.

If you **do not provide a written response** within the 10 Business Day period, **this may be treated as an Event of Default** under the Contract. If an Event of Default occurs, DHW may:

- Terminate the Purchase Order; and
- Reassign the work to another contractor.

Please note, an Event of Default may also trigger further performance measures which may lead to removal from our maintenance panels and contracts.

## General Reminders

### Working Safely Around Asbestos

All Contractor Personnel delivering work under DHW's maintenance arrangements (LVMP, SA12, and routine maintenance contracts) must be able to evidence that they understand their responsibilities when encountering asbestos-containing materials (ACM) and asbestos containing dust (ACD).

#### Asbestos Awareness Training – Mandatory by 31 March 2026

Asbestos Awareness Training must be completed by all contractor personnel for all trades, by 31 March 2026. Contractor personnel that hold a valid Class A or Class B licence for asbestos removal are exempt.

The Work Health and Safety (General) Regulations 2022, requires that workers undertaking asbestos-related work (including maintenance of, or service work on, non-friable asbestos fixed or installed before 31 December 2003) be trained in identifying ACM, handling it safely, and applying suitable control measures. Because many buildings across WA were constructed before 31 December 2003, there is a possibility that ACM may be present in areas where maintenance is carried out. All

workers must therefore be trained and competent to recognise ACM and apply appropriate controls to prevent fibre release.

Notification of this change was sent on 26 September 2025, advising that failure to comply with this requirement may result in removal from our maintenance panels and contracts.

### Training Requirements

To ensure that DHW contractors are compliant with WHS laws and potential risks to client agencies, site occupants and visitors are adequately mitigated, DHW requires evidence that contractors have undertaken asbestos awareness training. Asbestos awareness training (AAT) must be delivered by a registered training organisation (RTO) and must ensure workers understand:

- When asbestos-related work is permitted under WHS Regulations (e.g., incidental disturbance during maintenance).
- Prohibited tools and dust-generating methods.
- Correct PPE and decontamination procedures.
- Safe containment and dust-minimisation techniques.

For Contractors identified as delivering trades mostly likely to involve asbestos-related work, DHW is providing each Contractor with one fully funded AAT place for a nominated employee. Discounted rates are available for all other Contractors and any additional personnel who require the AAT.

For questions or to submit evidence of completed training, contact: [SA12@dohw.wa.gov.au](mailto:SA12@dohw.wa.gov.au)

### Worker Competency Requirements

Following AAT training, workers must be able to:

- Recognise possible ACM.
- Review the asbestos register before work, or assume ACM is present if the area is inaccessible or unrecorded.
- Implement appropriate controls to prevent fibre release.

Contractors must stop work immediately and contact DHW if:

- Unexpected or suspected ACM is found, especially if it is not listed in the ACM Register.
- Workers encounter ACD, or there is a risk of encountering ACD.
- They are unsure how to proceed safely.

What Contractors Must DO:

- Review the site ACM Register, or assume ACM is present if the area is inaccessible.
- Avoid disturbing ACM and ACD wherever possible.
- If minor disturbance is unavoidable, the work must be treated as asbestos-related work and undertaken under a SWMS, using suitable controls.
- Use correct PPE and follow proper decontamination procedures.

### What Contractors Must NOT Do:

Do not undertake asbestos removal unless licensed. Licensed removal is required for:

- Any friable asbestos (Class A).
- Any quantity of non-friable ACM (Class A or Class B) unless the work is a breakdown repair and approval from DHW has been provided.

[Refer Changes regarding the removal of non-friable asbestos containing materials above.](#)

## Maintenance Invoice Requirements

DHW, like many contractors, deals with a high volume of maintenance invoices. Contractors are reminded of the following updated requirements when submitting an invoice for payment, which should assist in reducing the extent of manual invention required and prompt payment:

1. All invoices must be addressed to either:
  - a) Department of Housing and Works, or
  - b) DHW, or
  - c) DOHW
2. All invoices must include one of the following:
  - a) DHW local office address – This can be either our PO Box or street address, OR
  - b) DHW ABN

Please refer to the [example of a sample invoice](#) containing these requirements, including the two new changes above. Invoices submitted without this information will not be accepted and may result in delayed payment.

Please reach out to [AP\\_Mainsaver@dohw.wa.gov.au](mailto:AP_Mainsaver@dohw.wa.gov.au) if you have any queries.

## Contractor Briefing Sessions

DHW will be conducting online contractor briefing sessions to further clarify these requirements. To attend one of these briefing sessions, please use the links below:

- [16 March 2026 – 11:00am to 12:00pm](#)
- [18 March 2026 – 2:00pm to 3:00pm](#)
- [20 March 2026 – 8:30am to 9.30am](#)

The Department of Housing and Works thanks you for your continued support and we look forward to working with you to strengthen safety and compliance procedures and awareness.

### Acknowledgement of Country

The Department of Housing and Works 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.