



Buildings and Contracts Maintenance Bulletin

July 2026

Welcome to the July edition of the Buildings and Contracts Maintenance Bulletin. The Maintenance Bulletin provides reminders and information to contractors delivering non-residential maintenance services to government sites across our maintenance panels and frameworks including Low Value Maintenance Panel (LVMP), Service Alliance 2012 (SA12) and routine maintenance contracts.

This edition's updates include:

- Managing risk on maintenance jobs
- Maintenance Advice Forms are being updated
- Resumption of services to the Department of Communities
- Integrity Checks for Western Australian Police sites
- Changes to the issuing of planned maintenance work
- Maintenance Trade Panel has been advertised on Tenders WA
- Cessation of Simple Works
- Working with asbestos reminders

Managing Risk on Maintenance Jobs

All contractors are reminded of their obligations under work health and safety laws to identify hazards, assess risks and implement appropriate control measures when carrying out maintenance works. Risk assessments must be undertaken before work starts and documented where required. Where the work involves high risk construction work, contractors must also prepare the additional safety documentation required for that work, including a Safe Work Method Statement (SWMS). A Job Safety Analysis (JSA) or equivalent task-based risk assessment may also be required, depending on the nature of the work and the contractor's safety management arrangements.

Here are some useful links:

[Construction – code of practice](#)

[How to manage work health and safety risks – code of practice](#)

[Managing electrical risks in the workplace: Code of practice](#)

[Managing the risk of falls at workplaces - code of practice](#)

[Work health and safety consultation, cooperation and coordination – code of practice](#)

[Safe work method statement for high risk construction work - information sheet](#)

https://www.worksafe.wa.gov.au/system/files/documents/2024-11/231293_fm_swms-form.docx

Maintenance Advice Forms Update

As flagged in our April Bulletin the Department is amending the Maintenance Advice Form (MAF) to capture pre-work activities including risk assessments. The updates will formally capture completion of existing requirements (such as checking the onsite Asbestos Containing Materials (ACM) register, completing the Maintenance Log Book) as well as contractual and legal requirements (such as assessing risks and completing safety documentation like SWMS).

The updates are being implemented to ensure contractual compliance and on-site risk management expectations are met, PCBU requirements are clear and Workers are supported to remain safe on sites.

Rollout of the amended MAFs is anticipated for quarter 4 of this year and briefing sessions will be provided to contractors before this occurs.

Resumption of Services to the Department of Communities

Buildings and Contracts has commenced providing maintenance services to Department of Communities sites from 1 July 2026, including Group Homes, Childcare Centres, Refuges, Shelters, Disability Centres and Family and Community Centres.

Contractors are reminded of the following protocols when attending these sites:

- Call the site before attending the job to ensure a site representative will be available
- The site representative must provide an induction that addresses site risks and emergency protocols
- All attending contractor personnel must have completed Asbestos Awareness Training within the last 2 years (unless you are a Licenced Asbestos Removal Contractor – Class A or B)

Integrity Checks for Western Australian Police Sites

The Western Australian Police Force are due to implement Integrity Checks on all personnel attending any Police site statewide for work concerning CCTV and Access Control Systems only. Relevant contractors will be contacted individually with the Integrity Check form and instructions on how to proceed. The new process is due to commence between 20 July and 1 August 2026.

Changes to the Issuing of Planned Maintenance Work

Buildings and Contracts is changing the system we use to issue planned maintenance work from Mainsaver to Ready Contracts. This means for planned maintenance work, you will receive a Letter of Award rather than a Purchase Order.

We are currently undergoing a transition period during which some contractors may already have commenced receiving work via the Letter of Award. A hard cutover date is currently planned for 1 August 2026, following which all planned maintenance work will be issued using the Letter of Award.

Breakdown Repair and Routine Maintenance work will continue to be issued via Purchase Orders.

Maintenance Trade Panel Advertised on Tenders WA

A reminder that the Request for Tender (RFT) for Stage 1 of the Maintenance Trade Panel (MTP) (FINW0542624A) has been advertised on Tenders WA and can be viewed at [this link](#).

The MTP will replace the LVMP in the Metropolitan and Peel regions and SA12 in the Peel, South-West and Great Southern regions.

Tenders close Thursday 23 July 2026 at 2.30pm.

Cessation of Simple Works

Buildings and Contracts will no longer offer Simple Works as a maintenance service category from 1 July 2026. Where agencies require this work, it will be treated as a planned maintenance job, and quotes will be requested from contractors in accordance with maintenance panel procurement rules.

Working with Asbestos Reminders

Our [March 2026 Bulletin](#) outlined a number of requirements with respect to working with asbestos containing materials (ACM). Contractors are reminded:

- Unless approved by DHW, only Licenced Asbestos Removal Contractors (LARCs) can remove asbestos, including less than 10m2 of non-friable ACM. If you attend a job and need to remove asbestos, stop work and contact DHW.
- If during a job, you encounter ACM (or think you may have encountered ACM) that wasn't identified in the site ACM register, stop work, make safe and contact DHW.
- If you arrive on site and the job involves working with ACM and you are not trained or feel comfortable to do this, do not commence work. Make the area safe and contact DHW.
- Don't send any contractor personnel to site that have not completed Asbestos Awareness Training in the last 2 years.

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.