



# CONTRACTOR NEWSLETTER

September 2015

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**Latest News**

Since our last edition we have had some staff additions. Of interest to you is the appointment of Simone Lenihan as the Chief Operating Officer. Simone comes with years of experience in the manufacturing industry.

**Fair Trading ALERT: Infinity Electrical Safety Cable Recall**



Infinity cables have been recalled nationally after they failed electrical safety standards due to poor quality plastic insulation coating.

A NSW mandatory recall in August 2015 has now identified 25 additional traders that supplied 'Infinity' brand cables, in addition to those identified under the previous national recall.

These cables were sold nationally between 2010 and 2013. All TPS and Orange Round cable sourced from Infinity Cable Co Pty Ltd and supplied under 'INFINITY' and 'OLSENT' brands are affected.

For further information, builders and electricians should refer to the Fair Trading website:

[http://www.fairtrading.nsw.gov.au/ftw/About\\_us/News\\_and\\_events/Whats\\_new/Infinity\\_electrical\\_cable\\_safety\\_recall.page](http://www.fairtrading.nsw.gov.au/ftw/About_us/News_and_events/Whats_new/Infinity_electrical_cable_safety_recall.page)

## Ausgrid ALERT: PPE guidelines for electrical workers



All contractors and accredited service providers working on or near the Ausgrid network will need to arrange for their own arc-rated clothing for their electrical workers, which meet the standard set by Ausgrid's Safety Rules. This comes into effect from 1 July 2015.

For further information visit the NECA website: <http://neca.asn.au/nsw/content/are-you-arc-ready>

## WorkCover ALERT: Asbestos in imported building materials



A safety alert was issued by WorkCover on 11/8/15 following the discovery of asbestos in fibrous building panels imported to construct a residential building in Sydney.

The panels were imported from China and were thought to be asbestos-free, but subsequent testing by the National Association of Testing Authorities (NATA) has shown they contain chrysotile asbestos.

For further information visit the WorkCover website: <http://www.workcover.nsw.gov.au/news/safety-alert/asbestos-in-imported-building-products>

## Directive: Sub-contractors

On 25 May 2015, PLH issued a directive to all contractors regarding sub-contractors.

*"We have received some serious remarks concerning work at our properties. Please ensure if you sub contract to anyone that they are qualified for the task at hand, ie carpentry to carpenters, electrical to electricians, plumbing to plumbers.*

*Effective immediately, any work valued over \$500 and a contractor engages a sub contractor, a sub contractor statement must be accompanied with the invoice (see attached)."*

The attachment has been included.



subcontractors\_statement\_5483.pdf

## Directive: Leasehold Repairs

On 3 June 2015, PLH issued a directive regarding repairs to leasehold properties.

*"PLH has reviewed our procedures with regards to undertaking repairs on behalf of landlords and it has been determined that we will no longer continue this service. We may supply your details but you are under no obligation to undertake any work. If you do it is an arrangement between yourself and the landlord, PLH will not intervene unless to arrange access with our tenant.*

If you would prefer not to have your details forwarded to any owner, please call the office so this can be recorded for future reference, if you have not already done so.

## Employees and Sub-contractors

Further to the above directive and as mentioned in our last newsletter, should you engage the services of a sub-contractor, please be aware that as an approved PLH contractor it is your responsibility to ensure they are aware of our expectations and code of conduct. Similarly, employees should be aware of any changes to the contract.

**Please ensure that all employees and sub-contractors are made aware of any relevant issues noted in this newsletter while on site of any PLH managed property.**

## Contractor Survey Cards results

Have you been randomly leaving the survey cards behind after your jobs? Please ensure you complete the job number field only.

The results from our first survey are very positive. Between November and April we received 108 cards for 26 contractors. Thank you for your outstanding service.

		POSITIVE	NEGATIVE	FOLLOW-UP
Total Survey Cards Received	108	104	0	0
Number of Contractors	26			
Incomplete Survey Cards	4			
% compliance to answered survey		96.3%	0.0%	0.0%

If you need more cards please contact the office.

## Eagles and Tradelink

Just a reminder that PLH's account at both Eagles and Tradelink can be used at anytime when working on our jobs. Please ensure that you quote them our work order number for the job at hand. This arrangement is working quite successfully, and we encourage as many plumbers and electricians to use this service for the supply of whitegoods and various plumbing items.

If you are having any issues with these suppliers please contact the office.

## Vacant turnaround

This has been an on-going topic in many newsletters that PLH needs to stress its importance.

We have a regulatory requirement to turnaround vacant works within 14-28 days (and that includes obtaining quotes and completion of works), if not less. To ensure we meet our regulatory KPI, we are seeking your co-operation by providing realistic time frames, but more importantly trying to complete the work within this timeframe. Lock boxes are available on all vacant properties allowing you continuous access to complete the work.

We understand that sometimes circumstances are beyond your control, but if you know that you can not complete the work within the required and/or specified timeframe, please advise us ASAP otherwise penalty fines will be imposed.

## Asbestos

PLH will be updating its Asbestos Register shortly as part of our obligation under the Act. This information will be available to contractors. However in the interim, all contractors should note that the majority of our housing stock is 30+ years old; therefore it should be assumed that asbestos will be present in some shape or form. It is expected that any repairs/removal of asbestos is handled in the correct manner and in accordance with the Act. If in doubt please contact us for clarification and further direction, we take this matter very seriously and would like to ensure in all cases that the safest work practices are followed.

Just a reminder that if you are removing any damaged asbestos you will be required to provide evidence that it has been disposed of correctly; this also applies to sub contractors handling asbestos for you. A copy of the receipt where the asbestos has been disposed must accompany your invoice.

## ATO – taxable payments reporting

Our Finance Department would like to take this opportunity to remind you that we have an obligation to the ATO to report the total payments that we make to contractors for building and constructions services each year.

For further information, visit the ATO website: <https://www.ato.gov.au/business/building-and-construction/in-detail/taxable-payments-reporting/taxable-payments-reporting---building-and-construction-industry>

## Jobactive

The Australian Government has recently introduced Jobactive – Work for the Dole scheme. As a community housing provider we are keen to see many of our tenants gainfully employed to sustain their tenancy, if not move into private rental or home ownership, and step off the welfare cycle.

PLH would like to partner with contractors who may be interested in this scheme. For further details visit the Department of Employment website: <https://www.employment.gov.au/jobactive>

If you are interested to partner with us please call either Lori or Lynn at the office on 43247617 to discuss further

## Contractor Performance

With our new computer system we are able to track your on time performance at any given time. The results from the first half of the year are below. We will be making this a regular feature.

Contractor performance between 1/1/2015 to 30/6/2015	Number
contractors used	83
average completion days*	+2
number of work orders	1987

\*The average days refers to the difference between required completion date and actual

completion date. In this instance, contractors averaged 2 days over required time.

## Curtain Rods and Brackets

It has been noticed lately that curtain rod brackets have not been installed according to our specifications. Curtain rod brackets should be installed through the gyprock into the head above the window and jamb studs either side. The rod should extend approximately 100mm beyond the edge of the window.

All windows wider than 1500mm should have 3 brackets for central support.

Under no circumstances should brackets be installed into the architraves.

If you're not certain please call the office for further direction.

## Spring/Summer Lawn Maintenance

### ATTENTION ALL GARDENERS!

To all our gardeners, September will be the time to start thinking about your spring/summer lawn maintenance program.



If you haven't already considered mulching, now would be a good time. We prefer if lawns and gardens are maintained every 2-4 weeks during the warmer months. All lawns are to be whipper snipped, edged and all paths blown down in the common area. Weeds are to be continued to be sprayed each visit.

Don't forget if you have anything to contribute please send us an email. Thanks and until next time...

The editor  
Assets

