

PM 1.10 Schedule 3 Policy - Procedure

1. Purpose

- 1.1. This policy is to inform the policy and procedure when undertaking Schedule 3 works.

2. Scope

- 2.1. This policy applies to all CENSW Staff, Co-operatives and tenants under direct management.
- 2.2. Schedule 3 works are as defined in the current CCA Schedule 3.

3. Exceptions

N/A

4. Definitions

- 4.1. CENSW – Common Equity NSW Ltd – the Company
- 4.2. Co-Operative – Organisation formed under (Co-Operative National Law) who have a current signed CCA and occupy property owned by LAHC or the Company
- 4.3. LAHC – Land and Housing Corporation
- 4.4. CCA – Company Co-operative Agreement

5. Responsibilities

- 5.1. The Property Manager is responsible for this policy.
- 5.2. Co-Operative Boards are responsible for adhering to this policy.
- 5.3. The Property team are responsible for organising the works, engaging the contractor and managing the Contract with the builder.
- 5.4. Co-Operative Boards are responsible for providing unimpeded access for the works, tenant management and appointment of Co-Operative Representative.

6. Policy statement

- 6.1. CENSW is commitment to maintaining the standard of properties consistent with LAHC Asset Standard.
- 6.2. Schedule 3 works shall be determined on a priority basis with regard to budgets set annually.

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- 6.3. Condition Assessment Surveys conducted by CENSW, will inform and determine priority of the works. Property staff on an annual basis will determine the next financial years Schedule 3 works program.

7. Procedure

- 7.1. Each property will be scoped for the works to be undertaken and works required will be identified as either Schedule 3 works or repairs and maintenance, cyclical and planned.
- 7.2. Works identified as repairs and maintenance, cyclical and planned may be incorporated in the scope of works if it is more cost effective, however these works may be re-charged back to the Co-Op.
- 7.3. CENSW will engage with the Co-Op and tenant to select finishes for kitchens and bathrooms.
- 7.4. At CENSW discretion, if an agreed component becomes unavailable, a substitute may be made to ensure time frames are met.
- 7.5. CENSW and Co-Operatives will enter into an agreement specifying the roles and responsibilities of the parties, the agreed scope of works, time frames and hand over procedure.
 - 7.5.1. The Co-Operatives will nominate one point of contact (the Co-Ops representative) to liaise with CENSW Property Team.
 - 7.5.2. The Co-Ops Representative will have the power to make determinations on behalf of the Co-Op.
 - 7.5.3. Tenants of the Co-Ops will communicate through the Co-Ops representative, and not direct with CENSW Property Team whilst Schedule 3 works are being undertaken.
- 7.6. Schedule 3 works will be deemed a 'Work Site' under the Work Health and Safety Act and Regulation, which will limit access to the site by the Co-Operative and tenants.
- 7.7. CENSW will not issue tenders until an agreed Sscope of Works has been signed by the Co-Op.

8. Breach (for internal purposes)

- 8.1. Undertaking Schedule 3 Works without the written permission of CENSW will be deemed a breach under the CCA.
- 8.2. Undertaking repair works to existing Schedule 3 works without the written permission of CENSW will be deemed a breach under the CCA.

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- 8.3. An order may be made to remove the works, stop work or other direction issued by CENSW.
- 8.4. Tenants undertaking works without consent may constitute grounds in terminating your tenancy.

9. Data Collection

- 9.1. Not applicable

10. External References

- National Code of Construction
- Disability Inclusion Act 2014 (NSW)
- Anti-Discrimination Act 1977
- Privacy Act 1988
- Home Building Act 1989
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- NSW Community Housing Asset Management Policy 2018

11. Associated Documents

- CENSW Asset Management Plan
- All forms that are part of this policy or process.

Name, Designation and Signature of Approver	Corine Addison, Operations Manager
Contact/Responsible Delegation	Stephen Wardrop, Property Manager
Date	November 2020
Date Committee/Board Approved	n/a
Date Staff Informed	26 November 2020
Upload to Website and Date	
Review Date	November 2023
Version	1