

## Ainslie Village – Contractors on Site Policy

<b>Location</b>	Ainslie Village, ACT
<b>Policy Type</b>	Social Housing Policy
<b>Version</b>	4.0
<b>Issue Date</b>	August 2019
<b>National Regulatory Code</b>	Performance Outcome 2 - Housing Assets

### 1. OBJECTIVE

1.1. This policy provides guidelines for engaging and dealing with Contractors at the site.

### 2. BACKGROUND AND SCOPE

- 2.1. Ainslie Village is a caring, non-violent and tolerant community that employs principles to maintain harmony among residents and with those who support them.
- 2.2. Argyle’s Ainslie Village program promotes and respects the human rights and fundamental freedoms of all persons with a disability and provides a service to tenants in line with the principles of the NSW Disability Inclusion Act 2014, Disability ACT and the United Nations Convention on the Rights of Persons with Disabilities (CRPD).
- 2.3. Argyle’s Ainslie Village program is compliant with the ACT Human Rights Act.
- 2.4. Argyle’s Ainslie Village program supports and encourages a person-centered and culturally sensitive approach to service delivery.
- 2.5. Argyle’s Ainslie Village program promotes and respects the rights and freedoms of Aboriginal and Torres Strait Islander peoples.

### 3. DEFINITIONS

3.1. Refer Argyle Policy: Policy Definitions

### 4. POLICY DETAIL

- 4.1. The vast majority of sub-contractors on site at Ainslie Village will be engaged by contractors to Community Services Directorate, currently Programmed Maintenance. Programmed Maintenance are responsible for ensuring that sub-contractors engaged by them for work at Ainslie Village will:
  - Keep a copy of the contractor’s details on Company files.
  - Ensure all their Contractors undergo a Working with Vulnerable People Check prior to commencing services with Ainslie Village.
  - Sign in in the visitor’s book and sign out when leaving the site.

- 4.2. Where Argyle engages Contractors in its own right the above expectations will be met by Argyle.
- 4.3. Contractors require completed maintenance to be viewed and signed off. Ideally this should be undertaken by Ainslie Village’s Maintenance Officer. However, in his absence, other staff are able to sign off on work also. Other staff signing off on work need to physically view work completed before they are able to sign that it has been undertaken.

## 5. RELATED POLICIES AND DOCUMENTS

- 5.1. Delegation of Authority Schedule
- 5.2. Ainslie Village Procedures
- 5.3. Access to Residents rooms
- 5.4. Property-specific Complaints Policies, Procedures and Tools
- 5.5. National Community Housing Standards Reference - 2.2 Responsive Maintenance and Repairs

### Version Control

Version No	Date	Author	Position	Next Review Date
1.0	10/3/2014	D. Skelton	GM Client Services	09/01/2015
2.0	20/5/2015	M. Ward	Operations Manager NSW	19/5/2016
2.1	01/05/2016	M. Ward	GM Operations	01/05/2017
3.0	07/02/2018	J. Irwin	Regional Manager West	07/02/2019
4.0	30/08/2019	C.Tizzoni	Team Leader ACT	30/07/2022