
❖ **POLICY-008_Reporting & Consultancy**

2020 Fire Protection Pty Ltd (2020) is contracted by the owners of properties to undertake inspection and testing to AS1851, and where an Annual Fire Safety Statement is applicable - to verify the performance of all essential fire safety measures within their building.

A reasonable expectation is that 2020 Fire Protection will provide an accurate report outlining items that passed, failed, require maintenance or performed contrary to the Standards applicable. It is also reasonable, due to the complexity of fire protection systems, that 2020 Fire Protection will explain the report to the owners in a meeting.

As properties are becoming more complex and building defects have become far more prevalent; 2020 Fire Protection are commonly being asked to provide additional reporting & consultancy services to assist the owners in assigning responsibility and/or cost.

While we do not include for extra services in our standard maintenance agreement, 2020 Fire Protection can provide them for a fee as outlined at the bottom of this document.

To understand what is/is not included in our standard reporting, please see below:

Reporting occurs following these attendances:

- Monthly Testing.
- Six Monthly Testing.
- Annual Testing.
- Annual Accredited Practitioner - Verification of Performance.

Reporting includes:

- An outline individual assets and unique asset number.
- Asset locations.
- What has failed.
- Why it is required to be repaired.
- A price to undertake the repair.
- NB. Passed tests can be included in the report if chosen in advance.
- One meeting to review & discuss the report.

Reporting does not include:

- Additional meetings to review & discuss reporting.
- Splitting report or invoicing into different property sections, plans or persons/ entities.
- Being modified or re-issued for reasons other than our error.
- Consultancy or advice on who or why the responsible entity is applicable.
- Provision of consultancy on building defects.
- Reassessing & verifying performance of reported works undertaken by others.

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Additional meetings to review or discuss reporting, any advice on responsible entity or consultancy on building defects:

- Manager or Accredited Practitioner \$300.00 + GST/ hour
- We will provide an estimate of hours for approval prior to proceeding.

Splitting Quotes or Invoices into different entities:

- One additional entity (Coordinator 1.5 hours, Manager 1 hour): \$389 + GST
- Each additional entity (Coordinator 0.75 hours, Manager 0.5 hour): \$229 + GST

Assessment & verification of performance for works completed by others:

- Accredited Practitioner (Fire Safety) re-attendance: \$1,250.00 + GST
- Accredited Practitioner (Fire Safety) additional time if required for investigation, research, negotiation or consultancy: \$300.00 + GST/ hour



Rob Broadhead
Managing Director

22/09/2021

Date

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