
❖ POLICY-008_Scope, Reporting & Consultancy – V4

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

Reasonable expectations are that 2020 Fire Protection will arrive on site at the time scheduled, conduct testing professionally and provide a report accurately outlining items that passed, failed, require maintenance or perform contrary to the codes applicable.

It is also reasonable, due to the complexity of fire protection systems, that 2020 Fire Protection will explain the report to the owners if not already written in manner understood by a lay-person.

As properties are becoming more complex, building defects more prevalent, customers' expectations higher and the cost of doing business growing; 2020 Fire Protection are commonly being asked to provide services outside of the scope contracted.

Examples of this are:

- Changing invoicing entities after works approved.
- Changing scheduled dates of testing or AFSS due for reasons outside of our control.
- Taking phone calls for sites where online bookings was set-up for occupant convenience.
- Direct contact or requests from tenants or lot owners instead of relevant managers.
- Changing asset and site setup from the originally agreed structure.
- Changing reports to identify common property from lots & building defects, etc.
- Requesting attendance to lots at times not booked – e.g., lots not booked by cut-off get tested via door-knock at the completion of bookings.
- Quoting items other than inspection and testing or defects identified through testing.

The above examples are not included in a standard maintenance agreement (unless requested during quoting).

2020 Fire Protection is here to help; but if the scope of your request is outside of the core role we are engaged to complete, addition fees apply - 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.

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Integrated Management System

Scope, Reporting & Consultancy



- 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 virtual meeting to review & discuss the report.

Reporting does not include:

- Additional or in-person 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.

FEES:

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

- Manager \$439.00 + GST/hour or Accredited Practitioner \$352.00 + 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): \$527.90 + GST
- Each additional entity (Coordinator 0.75 hours, Manager 0.5 hour): \$351.90 + GST

Assessment & verification of performance for works completed by others:

- Accredited Practitioner (Fire Safety) re-attendance: \$1,375.00 + GST
- Accredited Practitioner (Fire Safety) additional time if required for investigation, research, negotiation or consultancy: \$352.00 + GST/ hour

A handwritten signature in blue ink, appearing to read 'Rob Broadhead', written over a horizontal line.

Rob Broadhead
Managing Director

25/07/2025

Date

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