

CONTRACTOR ALERT

BREAKDOWN REPAIRS

\$1,500 (GST Exc) Business Hours Approvals

\$3, 000 (GST Exc) After Hours Approvals

\$500 (GST Exc) Police Raids/Welfare Checks (Code Blues)

In accordance with the above thresholds, contractors are reminded to seek the required approvals from your BR Officer prior to the works being completed and invoiced.

To assist with the decision making process and for your request for approval to be considered, contractors will be asked to provide specific details in relation to the jobs, such as:

- full description of the works required
- photos where practical
- breakdown of cost:
 - cost to date
 - labour (hourly rate, business/after hours)
 - materials, specialised or hire equipment etc

When technicians/trades personnel are on site and feel the job has potential to exceed a financial threshold, in terms of either labour or materials, or both, it is the contractors' responsibility to ensure contact is made with the respective BMW Breakdown Repair Officer (BRO), advise of that likely increase and seek the necessary approvals to proceed prior to continuing with further works.

Failure to follow the above procedure, will result in an invoice being returned to the Contractor, with an instruction to revise the invoice amount to the aforesaid limits or last approved value.

NOTE FOR CONTRACTORS WORKING AT MAJOR POLICE SITES WHERE A BUILDING SERVICES OFFICER (BSO) IS SITUATED

Contractors are reminded that relevant financial approvals must be sought by Building Management and Works (BMW) and not the site's Building Services Officer (BSO). BSO's are no longer Department of Finance, BMW staff.

Any deviation from this approved process will result in the contractor having to seek payment directly from the Client.

Please note that in all cases above, retrospective approvals will not be granted and further sanctions, such as Breach Notices or suspension, may be considered for Contractors that continue to ignore the correct process.