



Notice to Service Alliance 2012 Members

Issued April 2023

Breakdown Repair Escalations

Contractors are reminded of the requirement to seek approval from the relevant Department of Finance regional office **prior** to undertaking any breakdown repair job that is likely to exceed \$1,500.00 ex GST during Business Hours or \$3,000.00 ex GST After Hours. These limits include labour, materials and travel.

In such instances, an estimate of the cost to complete the job will be required, this estimate must include a breakdown of labour, materials and travel costs.

Acceptance of the estimate by the Department of Finance will be required before the work can proceed. In accordance with Clause A.16.4.4 Authorisation for Breakdown Repairs Exceeding Prescribed Financial Limits:

- (a) If an estimate or quote is accepted and authorisation is given by the Principal to the Contractor for Breakdown Repairs exceeding the prescribed financial limits above, then the Contractor must complete the Breakdown Repairs without delay.
- (b) If an estimate or quote is rejected and authorisation is not given by the Principal then the Contractor must still ensure the Site has been made safe and does not present a danger to building occupants or the public.

Invoices for all work must include a breakdown of costs in relation to labour, materials and travel. Lump sum invoices will be rejected.

Failure to seek prior approval to undertake breakdown repair work exceeding the limits stated above will result in a separate investigation into the work undertaken to verify the claims in the invoice. No payments will be made until investigations are completed and may result in rejection of the invoice.