

## Compliance Services - Fact Sheet

### Fire Safety Services

#### Fire Safety Audit Report

A Fire Safety Adviser will attend your property to conduct a comprehensive audit of the common areas to ensure your fire fighting equipment is up to the requirements under the appropriate legislation. From this audit our team will provide a report specific to your property and the needs of the building.

*Referencing: Building Fire Safety Regulation 2008.*

#### Fire and Evacuation Plans

Under the legislation, all class 2-9B building must have a written Fire & Evacuation Plan in place. An on-site inspection of your property will be carried out and a plan will be written specific to your building.

*Referencing: Building Fire Safety Regulation 2008 – Section 21.*

#### Review of the Fire and Evacuation Plan

The regulation requires that your Fire and Evacuation Plan be reviewed annually. This service will incorporate a full review of your existing Fire and Evacuation Plan and in consultation with a representative to identify any changes that may need to be made. Following this a record will be prepared outlining the outcome.

*Referencing: Building Fire Safety Regulation 2008 – Section 27 & 28.*

#### Evacuation Diagrams and Signs

Evacuation diagrams and signs are a legal requirement for display in the common areas of your property. A Graphic Artist will organize the inspection of your property and produce compliant evacuation diagrams and signs specific to the building layout.

*Referencing: Building Fire Safety Regulation 2008 – Section 30.*

#### Evacuation Practice

A Fire Safety Adviser will visit your property and conduct an evacuation practice to help the building occupants become familiar with the process of evacuation in the event of a fire or hazardous materials emergency. Such training ensures that the evacuation is well organized and is undertaken safely.

*Referencing: Building Fire Safety Regulation 2008 – Section 44, Australian Standard 3745: 2010 –Section 35.*

#### First Response Training

Our Fire Safety Adviser will attend your premises and deliver first response and evacuation training to the workers operating in your building. We will cover first response procedures and also training for the appointed evacuation coordinator.

*Referencing: Building Fire Safety Regulation 2008 – Sections 17, 35 & 42.*

#### Occupier Statements

A Fire Safety Adviser will prepare and sign off on your occupiers statement, which is then to be submitted to Queensland Fire and Emergency Services confirming that your equipment is in a good state of repair.

*Referencing: Fire and Rescue Services Act 1990 – Section 104D, Building Fire Safety Regulation 2008 – Sections 55A & 55B, Queensland Development Code MP6.1.*

#### Fire Safety Advisers – High Occupancy Buildings

If your building is more than 25 meters in height or employs more than 30 workers you are required to appoint a Fire Safety Adviser. Archers can provide a comprehensive package incorporating all the elements of fire safety for your property including a Fire Safety Adviser.

*Referencing: Building Fire Safety Regulation 2008 – Section 34.*

#### General Fire Safety Consultancy

To ensure that your property satisfies with requirements in the regulation, Archers offers their client's access to knowledgeable and experienced Fire Safety Advisers who are readily available to assist you with managing your legislative objectives.

# Workplace Health and Safety

## Workplace Health and Safety Reports

Archers can provide a qualified and Insured Workplace Health and Safety Inspector who will attend your property to conduct a comprehensive inspection of the common areas throughout your property to assist in identifying hazards and to assess risks. From this inspection a comprehensive report will be prepared outlining the outcomes of the inspection, apply risk ratings and provide recommendations for the appropriate control methods.

With Workplace Health and Safety legislation being updated often it is recommended that workplace health and safety audits are conducted annually.

*Referencing: Work Health and Safety Act 2011 – Section 17 Management of risks.*

## Contractor Induction Procedures

To assist clients in managing their external contractors a Workplace Health and Safety officer can work with the body corporate, Caretaker or Resident Unit Manager for the property to identify the appropriate safety procedures specific to your property when employing contractors by;

- Complying with relevant legislation and codes of practice on managing external contractors
- Reducing the number of workplace injuries and illness
- To assist in identifying, implementing and reviewing external contractor management procedures
- To assist contractors in understanding their Occupational health, Safety and Welfare responsibilities and to comply with procedures at your property
- To ensure contractors receive an appropriate level of induction at the property
- To ensure that contractors operate under the appropriate license and to ensure they have adequate insurance for the work being carried out.

*Referencing: Work Health and Safety Regulation 2011 – Section 43.*

## Sign-in/Out Registers

As Work Health and Safety Legislation states, a PCBU (Person Conducting a Business or Undertaking) has a duty of care for everyone on their worksite, this now includes visitors and independent contractors. It also states that anyone performing work on site should be supplied with "suitable information, training and instruction" prior to commencing work. Coupled with our Contractor Induction Procedures your contractors can sign this register confirming they have read and understood the items identified in your site-specific induction procedure and that they will comply with these items whilst working at your property.

*Referencing: Work Health and Safety Act 2011 – Section 19 – Primary duty of care.*

## General Workplace Health and Safety Consulting

An Archers Workplace Health and Safety Consultant will work with you and your body corporate to assist with the management of risks and hazards throughout your building or general queries that can be raised following the receipt of a Workplace Health and Safety Report.

# Quantity Surveying

## Sinking Fund Forecasts

The sinking fund budget must allow for raising a reasonable capital amount:

- To provide for the necessary and reasonable spending for major works in the financial year; and
- To create a reserve for the anticipated major expenditure expected to be incurred over at least the next 9 years after the financial year end.

In consultation with the body corporate, an Archers Quantity Surveyor will attend your property to conduct a comprehensive inspection of the building and liaise with an appropriate representative of the body corporate. From this inspection a detailed Sinking Fund Forecast will be prepared showing a 15 year projection to assist the body corporate in preparing the required budget.

*Referencing: Body Corporate and Community Management (Standard Module) Regulation 1997 – Section 139 and (Accommodation Module) 1997 – Section 137.*

## Replacement Cost Estimates

The body corporate must;

- At least every 5 years obtain an independent building valuation stating the full replacement valuation.

An Archers Quantity Surveyor will attend your property to conduct a comprehensive inspection and based on this prepare an assessment of the costs for reinstating the building following an insurable event. A Replacement Cost Estimate will assist the body corporate in obtaining quotations for suitable insurance of the property.

*Referencing: Body Corporate and Community Management (Standard Module) Regulation 1997 – section 180 and (Accommodation Module) 1997 – Section 178.*

## Tax Depreciation Schedules

A Tax Depreciation Schedule completed by an Archers Quantity Surveyor is structured so your accountant can amend and previous years' tax returns to recoup any unclaimed or missed depreciation benefits for your investment purposes.

*Referencing: Income Tax Assessment Act 1997 – sections 40 and 43. Tax Ruling 2015/2.*

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