

Identifying a subcontractor as 'exempt' or 'non-exempt' on SASSI

Please go to **Admin > Review Subcontractor Exemption**

From here, you will need to select the property and a list of subcontractors will appear.

Once you select 'Yes' then you will need to answer a few questions which will determine whether or not a subcontractor will be exempt from the SASSI Fees.

If you select 'No' then the subcontractor will stay on this page until you are ready to answer the exemption questions.

Select Property:

Contractor	Approve	Exempt?
Accelerate Electrical	<input checked="" type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; padding: 5px;"><p>Is this a Base Building Engaged Contractor? <input type="radio"/> Yes <input type="radio"/> No</p><p>Is this a Tenant Engaged Contractor that is required to work in the Base Building? <input type="radio"/> Yes <input type="radio"/> No</p><p>Is this a utility supply authority provider that presents a risk to the Base Building? <input type="radio"/> Yes <input type="radio"/> No</p><p>Is this a Marketing provider that presents a risk to the Base Building? <input type="radio"/> Yes <input type="radio"/> No</p><p>Is this a CAPEX contractor that tendered works after 1st of July 2021? <input type="radio"/> Yes <input type="radio"/> No</p><p>Is this a construction DLP contractor where DLP commenced after 1st of May 2022? <input type="radio"/> Yes <input type="radio"/> No</p></div>

Be sure to 'submit' after you have answered the questions.

**Please note that no e-mail notification will be sent when a new subcontractor is linked to your property. You will need to manage this daily.*

If the subcontractor is not exempt, then the contractor admin will receive an e-mail notifying them. This e-mail will include the memo that breaks down the charges.

[\(Enhanced SASSI-Protocols at Brookfield Properties Memo\)](#)



As part of the Brookfield Contract you will be charged for ongoing services by SASSI Web Australia Pty Ltd . The details of the charges are listed in the attached document.

Regards,
SASSI

Exemption Rules:

Red – Non-exempt **Green** - Exempt

Is this a Base Building Engaged Contractor? **Yes No**

Is this a Tenant Engaged Contractor that is required to work in the Base Building? **Yes No**

If first 2 questions are answered 'No' and then if any of the last 4 questions are answered 'Yes' - Not Exempt

Is this a utility supply authority provider that presents a risk to the Base Building? **Yes No**

Is this a Marketing provider that represents a risk to the Base Building? **Yes No**

Is this a CAPEX contractor that tendered works after 1st of July 2021? **Yes No**

Is this a construction DLP Contractor where DLP commenced after 1st of May 2022? **Yes No**



Contact SASSI Support

 1300 653 257

 ServiceDesk@sassiweb.com.au

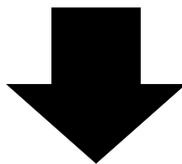
List of Subcontractors Services & Removing them

Please go to Admin > Sub Contractor Services

From here, you will need to select the property & search and a list of principle & subcontractors will appear.

To place an end to the Principle > Sub Contractor allocation at your site simply select an end date on the far right for each service allocation noted

The screenshot shows the Brookfield SASSI system interface. At the top, the logo 'Brookfield' is on the left, and the user information 'Welcome Scott Dempsey, Brookfield Commercial Operations Monday 7 February 2022 14:28' is on the right. Below the header, there are two tabs: 'SASSI' and 'RAP'. A navigation menu is open, listing various options: 'IMPORTANT INFORMATION', 'COMPANY', 'PERMITS', 'WORKERS', 'REPORTS', 'ADMIN', and 'SASSI SUPPORT'. The 'ADMIN' option is highlighted, and a sub-menu is displayed to its right, containing: 'Configure SASSI', 'Manage services', 'On screen message', 'House rules', 'Site Specific Documents', 'Sub Contractor Services' (which is highlighted), 'Request to Work at Property', 'Contractor Service Approval', 'Review SubContractor Exemptioning', and 'Send SMS Notifications'. The background of the page shows some text, including 'Important Information', 'Please review all Client Documentation on the right that may apply to you.', 'How do I get help on using the system?', 'How do I add a new worker?', 'How do I delete a worker?', 'How to assign services to workers?', 'How do I complete an Induction?', and 'Other tips'.

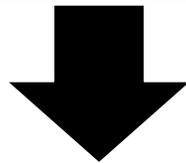


SASSI RAP

Property:

 Search

List Of Subcontractor Services:



Property:

 Search

List Of Subcontractor Services:

Property	Principle Contractor	Sub Contractor	Service	Start Date	End Date
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Audio/Visual/Comms - Cabling to ACMA requirements	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Cabling to ACMA requirements	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Electrical General other - install & repair	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Electrical main Infrastructure 415 volt (Boards, UPS, PFC, ATS, etc)	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Emergency & Exit light - install & repair	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Emergency & Exit lights - scheduled test & service check	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Lighting computerised control	09/12/2021	...
2 & 10 Carrington St SYDNEY NSW 2000	Built Pty Ltd	Electrical Project Solutions Pty Ltd	Electrical - Test & tag - scheduled test & service check	09/12/2021	...