



COMMITTEE MEMBERS & OWNERS EXECUTIVE SUMMARY

ARE YOU CONFUSED ABOUT FIRE COMPLIANCE?

The answer to all your questions is here in a simple and easily understandable format.

All buildings that are not stand alone houses or townhouses have fire safety responsibilities that are due to be met by 1 July 2009. There has been some confusion about what needs to be done for which kinds of buildings. This document is designed to give a very clear and accurate description of what needs to be done by whom. It is designed to be an educational tool that refers to the actual legislation and what is required. Our other goal is to put forward workable solutions for you.

**TO SAVE YOU TIME AND TO GET THE BEST OUT OF THIS DOCUMENT,
SCAN THE INDEX ON THE NEXT PAGE AND READ THOSE ITEMS THAT
INTEREST YOU.**

Do you have fire obligations?

If your building is anything but a standalone house or townhouse (with no other lot, car park or other Class of building part above or below each dwelling, except the dwelling's own garage) then you have fire safety obligations. This means almost all BFPs (Building Format/Building Unit Plans) will need to comply. Most SFPs (Standard Format/Group Titles Plans) will have no requirements; the only exception is for common property buildings that are used by tenants and owners.

The Building Code of Australia defines Classes of buildings; all Class 1b to 9 buildings must comply. For more details on Classes of buildings, refer to **"What Class is your building and does it have to comply"** on page 3.

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What are the objectives of the fire legislation?

According to the

Building Fire Safety Regulation 2008

Part 1 – 4

'The main objects of the regulation are-

- (1) To ensure persons can evacuate buildings safely and quickly if a fire or hazardous materials emergency happens; and
- (2) To ensure prescribed Fire Safety Installations for buildings are maintained.'

The legislative regime also ensures the designs of buildings (and Fire Safety Installations) prevent fires spreading within a building and to other buildings and that those original structural and other elements remain effective and in place.

When do you have to comply with the legislative requirements?

The *Building Fire Safety Regulations 2008* commenced on 1 July 2008. Many of the requirements were already in existence, however the compliance date of 12 months from the commencement date (1 July 2009) was used for some aspects of compliance (specifically 'Part 4 Evacuation planning, instruction and practice - Division 2 Fire and evacuation plans').

What Class is your building and does it have to comply?

The *Building Fire Safety Regulation 2008 (BFSR)* refers to a building defined by the *Fire and Rescue Service Act 1990* as:

A building means a fixed structure that is wholly or partly enclosed by walls and is roofed and includes a floating building and any part of a building but does not include –

- (a) *A single dwelling house, being a detached dwelling house or a town, terrace, row, villa or like house attached to another such house or other such houses only by a wall on 2 or more of its sides;*

There have previously been some misinterpretations which have resulted in some buildings that are clearly Class 1a that have been classified as Class 2.

The Building Code of Australia classifies Class 1a as follows:

Class 1 – one or more building, which in association constitute –

- (a) *Class 1a – a single dwelling being –*
 - (i) *A detached house; or*
 - (ii) *One of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit; which is*

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not located above or below another dwelling or another Class of building other than a private garage.

The QFRS has suggested that a building that meets the definition of a Class 1a does not have to comply with the requirements of the *BFSR*, even if it has been classified as a Class 2 building. All buildings Class 1b – 9 must comply.

Buildings are classified in the Building Code of Australia along with the fire equipment **currently** required to be installed. Basically Classes 1 and 10 are houses/townhouses and sheds & garages. These are the only two classes of buildings that do not have obligations under fire legislation.

All strata buildings have fire obligations and as they get taller and their use is other than residential, their obligations increase. Basically higher risk equals higher compliance.

It is important to note that different parts of buildings may have different classifications and some parts may have more than one classification (BCA A3.3 & A3.4). All requirements of each classification must be met for that part of the building. Plant rooms, lift motor rooms, boiler rooms and the like have the same classification as the part(s) of the building they service.

From a simplistic point of view, most **residential** Standard Format Plans (or SFPs/GTPs) are exempt from fire obligations* and all Building Format Plans (BFPs) have fire related obligations.

*The exception to this is the requirement for fire detectors within the private lots and common property assets, which are buildings that are used as common rooms like a gym or games room.

Class	Definition	Fire obligations
1a	A single dwelling being a detached house or one or more attached dwellings, where no other class of dwelling is above or below except its own garage.	No
1b	Budget accommodation – Boarding/guest house or hostel not exceeding 300m ² and no more than 12 people reside.	Yes
2	(Residential) strata – 2 or more units.	Yes
3	Other types of residential buildings or parts of buildings including hotels, larger boarding houses & backpackers, aged care facilities and prisons.	Yes
4	Single dwellings that are part of Class 5 -9 buildings.	Yes
5	Professional and commercial except for Classes 6-9.	Yes
6	All forms of retail, food, laundromats, service stations and showrooms.	Yes
7	Car parks, storage and bulky goods.	Yes
8	Laboratories, packaging, cleaning, factory, workshop or handcraft.	Yes
9	Public buildings including health care, aged care and school class rooms.	Yes
10a & 10b	Non-habitable structures including sheds and private garages, fences, antennas, free standing walls, retaining walls, swimming pools and the like.	No

Please note - This is a summary, you can reference the definitions in the Building Code of Australia Part A3.1 and A3.2 Classification of Buildings and Structures.

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What is a Low Occupancy Building (LOB)?

These buildings are less than 25m in height (usually 8 stories or less) and have less than 30 workers on site (generally less than 300m² of commercial space).

The majority of strata buildings will fit into this category and will need to comply with all requirements apart from those relating to High Occupancy Buildings (see page 11 for **additional** HOB requirements).

What do you need to do to meet the requirements for a Low Occupancy Building?

The requirements for a low occupancy building are broadly, to:-

1. Maintain prescribed Fire Safety Installations (FSI).
2. Keep defined evacuation route/s clear and safe.
3. Complete a Fire and Evacuation Plan (including evacuation diagrams) and review it annually.
4. Appoint and train an Evacuation Coordinator annually.
5. Have an evacuation practice **at least** annually.
6. Complete an occupier's statement annually.

See following pages for a full explanation of each requirement. They are numbered as above.

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1. Maintain prescribed Fire Safety Installations.

The Body Corporate for a building must maintain the prescribed Fire Safety Installations for that building.

Fire and Rescue Service Act 1990

'104D Occupier of a building to maintain prescribed Fire Safety Installations

- (1) The occupier of a building must maintain at all times every prescribed Fire Safety Installation to a standard of safety and reliability in the event of a fire.'

Penalties range from 100 units or \$7,500 for a simple offence, or up to 2,000 units or \$150,000 and three years jail for an offence which leads to a fire causing multiple deaths.

The required maintenance regimes for Fire Safety Installations are covered in the Queensland Development Code and AS 1851-2005 (Maintenance of Fire Protection Systems and Equipment).

So what are the prescribed Fire Safety Installations in my building?

Fire and Rescue Service Act 1990

'104D (3) prescribed Fire Safety Installation means a Fire Safety Installation-

- (a) that was at any time required to be maintained in the building in question by or under any Act, including as a prerequisite to the granting of any approval or the issue of any notice, certificate or instrument;
- (b) that was not at any time authorised by or under any Act to be no longer maintained.'

Prescribed Fire Installations include:-

- Fire extinguishers
- Fire hydrant and fire hoses
- Fire sprinkler systems
- Smoke alarms
- Exit and other signs
- Fire alarms
- Automatic fire pressurisation systems (often used in high rise fire escapes).
- Fire control rooms and panels.
- Automatic smoke exhaust and ventilation systems.
- Occupant warning system (public address and alarm system).

All of these elements make up the Fire Safety Installations in your building and all of them must be checked for integrity and maintained to a relevant Code or Standard.

SOLUTION – Your Solutions ie Fire Safety Report examines these elements and reports back to you with clear recommendations. See full explanation in 'What's the solution?' section.

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2. Keep defined evacuation route clear and safe.

There are a number of requirements in the Building Fire Safety Regulation 2008, including to:-

- Keep evacuation routes free from obstructions.
- Ensure locks and handles on any doors on the evacuation route are compliant.
- Keep evacuation routes fire isolated.

The evacuation routes are defined in the Fire and Evacuation Plan and diagrams. These clearly defined paths of escape must remain compliant at all times. They must be reviewed and inspected at least annually.

NB. We understand how important the pot plants and furniture in hallways and foyers are to unit owners and do all we can to avoid asking for these to be moved.

SOLUTION – Your Solutions ie Fire Safety Report examines evacuation routes and reports back to you with clear actions. See full explanation in ‘What’s the solution?’ section.

3. Complete a Fire and Evacuation Plan (including evacuation diagrams) and review it annually.

In a fire or emergency, you will only have one to two minutes from when the alarm is sounded to when your life is seriously endangered by smoke or fire. Even minute concentrations of Carbon Monoxide (which builds up rapidly around fires) as low as 1.25% can render you unconscious instantly and kill under three minutes. As such, it is very important that your building has a Fire and Evacuation Plan to help ensure the safe, orderly and rapid evacuation of people in an emergency.

A Fire and Evacuation Plan contains a lot more than just the evacuation diagrams displayed on walls in buildings. It also contains:

- Evacuation Coordination Procedures, which are procedures for:
 - Alerting and communicating with people in the building;
 - Alerting the fire service;
 - Arranging for the evacuation of people with special needs, members of the public and other persons;
 - Checking whether all people have been evacuated;
 - Informing the Evacuation Coordinator of how many people have been evacuated, who have been evacuated and who are not accounted for;
 - Meeting fire officers who attend the building.
- Instructions for evacuating the building in accordance with the Evacuation Coordination Procedures;
- Instructions for operating fire-fighting equipment and alarms in the building;
- Procedures for giving instructions and training to people working in the building and to ensure that instruction is given;

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- Contact details for the Evacuation Coordinator and other people responsible for evacuating the building, the Fire Safety Advisor (in a High Occupancy Building), as well as for the people responsible for giving instructions and for developing and reviewing the Fire and Evacuation Plan.

Fire and Rescue Service Act 1990

'104E Fire and evacuation plan

- (1) The occupier of a building must-
 - (a) Maintain at all times a plan of action to be taken by persons within the building in the event of fire threatening the building adequate to ensure their own and other person's safety (a Fire and Evacuation Plan).'

A penalty of 100 (\$7500) to 2000 (\$150,000) units and up to three years jail can be incurred, depending on the severity of the loss from the fire.

The Building Fire Safety Regulation 2008 also sets the requirement that the Evacuation Plan be updated at least annually.

Building Fire Safety Regulation 2008

'28 Reviewing a fire and evacuation plan

- (1) The occupier of a building must carry out a review of the fire and evacuation plan for the building at intervals of not more than one year.
Maximum – 20 (\$1500) penalty units.'

A Fire and Evacuation Plan **must** take into account anybody in a building with special needs.

The Evacuation Plan must be kept on site and the evacuation diagrams installed based on a risk assessment of the building and in prominent and conspicuous locations.

These new requirements specify fire evacuation diagrams including:-

- Layout
- Size – A3 (in common areas, A4 in 'accommodation units')
- Icons for fire-fighting equipment
- Evacuation route details
- Contact details
- Assembly area locations
- Exits and more...

All Fire and Evacuation Plans and diagrams created before the change in legislation will not be compliant and need to be redone.

SOLUTION – Your Solutions ie Fire and Evacuation Plan addresses all your requirements. Easy and simple. See full explanation in 'What's the solution?' section.

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Appoint and train annually an evacuation coordinator.

All buildings (except for stand-alone and terrace-style houses) are required to have an Evacuation Coordinator and potentially other people responsible for carrying out the Fire and Evacuation Plan. The Evacuation Coordinator is commonly known as the Chief Fire Warden for the building. The other people responsible are commonly known as Fire Wardens, Floor Wardens and/or Deputy Wardens.

The number of people responsible for carrying out the Fire and Evacuation Plan must be determined by a risk analysis of the building, including an analysis of the layout of the building, the number of people in it throughout the day and the likelihood that each responsible person will be in the building throughout the day. There are no firm rules for determining how many people need to be responsible, except that it must be enough to ensure that their duties may be carried out effectively.

Their role is to assist and direct those evacuating in the event of fire and to carry out important functions under the building's Fire and Evacuation Plan. They **must** be aware of anybody in a building with special needs and obviously would be someone who lives or works onsite.

The Evacuation Coordinator and each responsible person must be given training once per year. This training equips these people to effectively coordinate the evacuation of the building in an emergency.

The Building Fire Safety Regulation 2008

'Subdivision 5 Evacuation Coordination instructions

38 General requirements

- (1) The occupier of a building must give the Evacuation Coordination instructions for the building, at intervals of not more than one year, to-
 - (a) the Evacuation Coordinator for the building'

This training can be done using a training CD, online over the internet, face to face or using a paper based approach. This training is designed to ensure that the Evacuation Coordinator will be familiar with the principles of a safe evacuation in the event of a fire and that they will thoroughly familiarise themselves with the Fire Evacuation Plan. Having Evacuation Coordinators will make a positive difference in the event of a fire.

Evacuation Coordinator – Who can it be?

The role of the Evacuation Coordinator is to assist and direct those in the event of a fire and to carry out important functions under the buildings Fire and Evacuation Plan. Ideally, this would be someone that lives and works in the building to which they have been appointed. The QFRS has stated that in cases where there are no suitable or available onsite candidates for the Evacuation Coordinator role, an offsite member of the body may be appointed.

In the instance there are no suitable candidates, originally, the QFRS required documentation in the indicating the lack of volunteers for the role, which was then required to be sent to the Manager for

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Building Safety Queensland personally for approval. The QFRS has recently sought legal advice on how they are able to police the appointments of Evacuation Coordinators and how much influence they can exert on who the Evacuation Coordinator can be. The result of this is that the Body Corporate of a building has the power to appoint an Evacuation Coordinator and does not need approval from the QFRS.

The responsibilities of the Evacuation Coordinator include:

- Ensuring they are familiar with and understand the Fire and Evacuation Plans and coordination instructions in the plans;
- Ensuring they are trained yearly and have documentation to prove this has been completed; and
- Run an evacuation practice annually.

SOLUTION –Solutions ie has a training package that meets your requirements in this area. What’s more, we help you meet your obligation to keep training records as well. See full explanation in ‘What’s the solution?’ section.

4. Have an evacuation practice at least annually.

Conduct an annual evacuation practice.

The Building Fire Safety Regulation 2008

Division 7 Evacuation practice

44 Evacuation practice – other buildings

- (1) This section applies to the occupier of a building other than a budget accommodation building.
- (2) The occupier of the building must ensure that an evacuation of the building is carried out-
 - (a) By an appropriate number of persons; and
 - (b) In an appropriate way; and
 - (c) At intervals of not more than one year.’

‘Examples of operations of subsection (2)-

2 The managing agent for an apartment block has made reasonable efforts to contact residents of the building to organise a practice evacuation but some residents are absent and others are sick. The agent arranges an evacuation at a time when most of the residents are present. The agent also arranges for some residents to evacuate from different parts of the buildings general access area to simulate evacuation of the residents who live near those parts.’

What is an ‘appropriate number of persons’ and ‘in an appropriate way’ will vary from building to building. Unlike in a commercial building where most people are at work at known hours, a residential building is usually vacant during business hours and ensuring a large number of the residents are available is difficult. For residential buildings, early morning, early evening or the weekend will be the best time to organise an evacuation practice. As a general rule, the annual evacuation practice should be conducted at a time when most of the occupants of the building can be present.

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SOLUTION –Solutions ie will come to your building and facilitate an evacuation practice at a convenient time for residents (and workers) so this monkey is off your back too. We will also help you meet your obligation to keep evacuation practice records as well. See full explanation in ‘What’s the solution?’ section.

5. Complete an occupier’s statement annually.

There is a requirement that the occupier of a building must complete an annual occupier’s statement. This statement declares that all Fire Safety Installations are properly installed and maintained by appropriately qualified people in accordance with the QDC, AS 1851 or another appropriate Australian Standard or recommendation. A copy of the statement must be sent to the fire commissioner within 10 days of the date the statement is required to be prepared initially (1 July 2009).

The Building Fire Safety Regulation 2008

‘55A Occupier statements

The occupier of a building must at intervals in compliance with QDC, part MP6.1; prepare a statement (an **occupiers statement**) that complies with the part about the maintenance of each prescribed Fire Safety Installation for the building.

Maximum penalty – 20 penalty units.’

Queensland Development Code

‘MP 6.1 P1 – Maintenance of Fire Safety Installations

A2 Building occupiers-

(b) Complete an occupier’s statement-

- I. Within one year of taking up occupation; and
- II. Yearly, within one year of the date of the last occupiers statement’

Standard form is available in Schedule 2 of Queensland Development Code MP 6.1. See copy attached after addendum 3 titled ‘Schedule 2 – Occupiers statement’

SOLUTION –Your Solutions ie service will ensure you are compliant and you can easily and quickly submit your annual Occupier’s Statement online. It’s easy when you have quality advice and support.

What are High Occupancy Buildings (HOB)?

A HOB is defined as a building that is:

- more than 25m in height (this is generally buildings 9 stories and above); or
- has more than 30 workers in it (as the minimum allowable workspace per worker is 10m² we suggest all buildings with more than 300m² commercial office area be deemed high occupancy); or
- is an at-risk licensed building under the *Fire and Rescue Service Act 1990*;
- For Class 6, 7, 8 or 9 buildings or areas of building if the floor area is more than 18,000m².
See page 3 – What Class is your building and does it have to comply?

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A HOB has all the requirements of a low occupancy and more.

HOBs and the appointment of Fire Safety Advisors (FSA)

An FSA is a qualified person who is familiar with all aspects of building fire safety, whose primary duties are to provide advice to the occupiers to ensure that appropriate emergency planning has taken place and to ensure that appropriate instruction and training is undertaken within the required timeframes. Additionally, any training in a high occupancy building must be delivered either by an RTO, by the FSA or by a person appointed by the FSA.

The FSA does not need to work or live in the building, as their role is primarily to provide advice on planning and training to more complex, higher-risk buildings. A single FSA can be appointed to multiple buildings.

The Building Fire Safety Regulation 2008

'Subdivision 2 Fire Safety Advisor

34 Appointment of Fire Safety Advisors for high occupancy buildings

- (1) ... the occupier of a high occupancy building must appoint a person who holds a current building fire safety qualification as the Fire Safety Advisor for the building.'
Maximum penalty – 30 units.'

This section goes on to define the qualifications required:-

'current building fire safety qualification means a building fire safety qualification issued within the last three years'

The regulations also state that the FSA must be familiar with the Evacuation Coordination of the building and train or arrange for training for the Evacuation Coordinator in a HOB.

For a HOB with workers who require first response training, the FSA or a registered training organisation must provide that training. Having the FSA available makes this easy.

While this is not an exhaustive list of requirements for a HOB, it covers the basics.

SOLUTION –Solutions ie has a qualified FSA for your building who will assist with your HOB's fire obligations. It's all part of a Fire Solution Package. See full explanation in 'What's the solution?' section.

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Accommodation units - Short term/hotel/serviced apartments/holiday apartments

There are some special requirements for these types of short term letting units.

The Building Fire Safety Regulation 2008

'46 Meaning of accommodation unit

(1) In this division, an **accommodation unit** means an apartment, room or other part of a building, used for providing accommodation to a person.

Examples of an accommodation unit-

- An apartment used by holiday makers
- A serviced apartment
- A room in a guest house, hotel or motel used for accommodating guests'

The special requirement is for a sign with the evacuation route, fire fighting equipment and evacuation procedures in the unit, placed in a conspicuous place and securely attached to the wall or internal side of the unit door.

Budget accommodation buildings – back packers and hostels

Since the horrific fire at the Childers Backpackers where loss of life was caused by things like beds across doors, overcrowding and lacking fire emergency systems, these types of buildings have had huge requirements placed on them.

This document will not address those requirements. Please contact Solutions ie if you need assistance with this type of building use.

Other requirements:-

Maintain and store documentation and records to prove fire requirements have been met.

There are a number of requirements relating to the keeping of records. Basically, records must be kept in relation to every aspect of fire safety including:-

- Maintenance of prescribed Fire Installations;
- Copies of the Fire and Evacuation Plan and diagrams and records of annual reviews;
- Records of training for Evacuation Coordinators;
- Records of the evacuation training and evacuation practice conducted;
- Records of annual occupiers statements.

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The legislation relating to all these requirements would take up a number of pages. Here is an example. If you wish to read all the requirements, please refer to the legislation links at the end of this document.

'The Building Fire Safety Regulation 2008

Part 4 Evacuation planning, instruction and practice

45 Fire and evacuation instruction record

- (1) The occupier of a building must keep a record (a **fire and evacuation instruction record**), complying with subsection (2), for each occasion fire and evacuation instructions for the building are given to a person.
Maximum penalty 20 units.
- (2) The fire and evacuation instruction record must state the following-
 - (a) The name of each person who has given the instructions;
 - (b) The name of the person who gave the instructions;
 - (c) The date the instructions were given;
 - (d) A brief description of the instructions given.

46 Evacuation practice records

- (1) The occupier must keep a record (an evacuation practice record), complying with subsection (2), of each evacuation of the building carried out under section 43 or 44. Maximum penalty – 20 units.
- (2) The evacuation practice record must state the following-
 - (a) The date of the evacuation;
 - (b) The times when the evacuation started and ended;
 - (c) Any action to be taken as a result of the evacuation, including, for example carrying out a review of the buildings Fire and Evacuation Plan or giving additional fire and evacuation instructions.

SOLUTION –Your Solutions ie Fire Report will check the adequacy of your maintenance documentation, the training we provide is documented as are the fire evacuation practices. It's all available and meets your obligations. All taken care of.

What is the requirement for keeping records onsite?

The Building Fire and Safety Regulations 2008 legislation states:

71 Keeping plans and other documents

- (3) The owner or occupier must keep a copy of the plan or document –
 - a. In the building in a way that it is reasonably likely not to be damaged in the event of a fire or hazardous materials emergency; and
 - b. In a secure place in other premises.

Onsite, it is clear that a lockable metal filing cabinet will fulfill this requirement and that a fireproof safe is unnecessary. For many smaller schemes, there is nowhere to store the metal filing cabinet. The idea of a

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lockable metal wall mounted cabinet was discussed and agreed to be an acceptable option. Dimensions allowing shelves of A4 size folders were suggested by the QFRS.

SOLUTION – Solutions ie will find a suitable cabinet and offer a supply and installation service to take care of this obligation for Bodies Corporate.

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The Certificate of Classification for your Building

You may note that some suppliers of fire compliance services ask that the Certificate of Classification be provided. The reason for this is that in a few rare cases, there are details of any 'alternative solutions' agreed to in the buildings design process. These 'alternative solutions' are agreed to where a building design cannot meet the required building code and an alternative approach is required.

It is Solutions ie's view that to a trained eye these alternative solutions will be obvious in most buildings so the Certificate of Classification will not be required by our company. It will only be requested if it is deemed necessary post inspection.

It is however important to note that in Section 108A of the Building Act 1975 it outlines new obligations for owners of all buildings completed after 1997 that previously received a Certificate of Classification (other than domestic houses or townhouses).

There is requirement to display the building's Certificate of Classification at its entry by 23 April 2009. To obtain this we suggest writing a letter to your municipal council asking for a copy, or alternatively contact the private certifier for the building if known.

Also a Queensland Fire Services Inspector can ask for a copy of your Certificate of Classification and expects it to be provided.

Are you exempt if you have little or no fire equipment?

No - There are many aspects to the fire obligations including Fire and Evacuation Plans and evacuation practices. Some buildings will be missing Fire Installations. Initially there is a need to inspect the building and establish its requirements. From there we can independently establish what is needed when.

Who is First Response Training (Fire Fighting equipment) required for?

First Response training is required for workers in buildings. Most Bodies Corporate will have no direct employees, so this responsibility falls on the commercial tenants. For those buildings that have employees the training is included in their quote. Commercial tenancies may wish to use Solutions ie to do their Fire Safety Report fire solutions this service will be included in their quote too.

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Can security doors be fitted to fire doors in residential units?

Information current as at 11 September 2009

Fire doors are installed to the Australian Standard AS 1905.1 and reference them as a complete fire assembly (fire doorset). The fire doorset includes the frame, door and any other hardware fitted to the doorset. In compliance with the Australian Standard, all fittings to the door must comply with the fire rating of the door.

There is some confusion regarding the requirements for the maintenance of fire doors in units, specifically the installation of security doors fitted to fire doors, although there is no particular indication of this in any technical document.

The QFRS is reviewing this requirement with the Department of Infrastructure and Planning (DIP) for residential units. Formerly, any security door fitted to a fire door was required to be removed to ensure the fire door remains compliant with the regulations of the QFRS.

There is currently an amnesty on removing all security and screen doors from fire doorsets until a decision has been made.

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So what's the solution?

Your personalised fire services package includes:

1. Fire Safety Report
2. Fire and Evacuation Plan and Diagrams (installed)
3. Evacuation Coordination Instructions for the Evacuation Coordinator and responsible persons.
4. Onsite Fire Evacuation Practice for an additional fee of \$325 (conditions apply)
5. Appointment of Solutions ie's inspector as your Fire Safety Advisor (for High Occupancy Buildings)

1. Fire Safety Report

This report is a simple, yet detailed review of the Fire Safety Installations, training systems and procedures for your property. The report will:

- Review and inspect the maintenance records of all Fire Safety Installations on your property;
- Highlight any visible, physical defects in Fire Safety Installations on your property;
- The report will include digital photographs of each Fire Safety Installation (or a representative sample where appropriate);
- List the required maintenance or design & installation standard for any Fire Safety Installations installed on your property which do not meet these standards;
- The report assists the Body Corporate and Body Corporate Manager in preparing the property for compliance with the Building Fire Safety Regulations 2008;
- The report summary is a simple list of defects with a to do list to reach compliance.

2. Fire and Evacuation Plan

The Fire and Evacuation Plan is a document tailored to your building, setting out what needs to be done in a fire or evacuation emergency. It contains:

- Emergency Evacuation Procedures and Evacuation Coordination procedures (for the Evacuation Coordinator);
- All aspects of an Evacuation Plan required;
- Colour laminated compliant A3 emergency evacuation diagrams for your building;
- All evacuation routes will be defined and checked for compliance as part of the service;
- Installation of the laminated A3 emergency evacuation diagrams;
- Laminated A4 emergency evacuation diagrams for each short-term letting unit.

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3. Fire and Evacuation Training

Evacuation Coordination training and instructions (for Evacuation Coordinators).

First Response training (using Fire Fighting equipment) is also required for workers in buildings, most Bodies Corporate will have no direct employees, so this responsibility falls to the commercial tenants. For those buildings that have commercial tenancies that wish Solutions ie to do their Fire Safety Report fire solutions this service will be included in their quote.

We have flexible training approaches including a training CD, online through our website or paper based if that is best for you. We will assist with keeping records to demonstrate compliance in this area.

4. Onsite Fire Evacuation Practice

We can provide fire evacuation practice (which must be carried out annually) at an additional fee including preparation and one hour onsite.

5. Fire Safety Advisor

High occupancy buildings are required to appoint a qualified Fire Safety Advisor (FSA) to provide ongoing advice on fire safety-related issues, including fire and evacuation planning. All of Solutions ie's Fire Safety Inspectors are qualified FSAs. If you appoint our inspector as your building's FSA, you will have:

- 24/7 phone access to a qualified FSA who has personally developed your buildings Fire and Evacuation Plan and who is intimately familiar with its fire safety systems.
 - Minor updates to your Fire and Evacuation Plan (such as changes to the details of responsible people or residents with special needs) completed free of charge.
 - Please note that major changes, including changes that require evacuation diagrams to be re-drafted, will incur an additional charge based on the complexity and scope of the work.

Other benefits you will receive:-

- Solutions ie's inspectors are qualified Fire Safety Advisors and WH&S Officers with decades of combined experience in fire safety and risk management.
- The report is compiled using custom made, Australian software.
- The report format is simple, comprehensive and easy to read.
- You are protected by \$20,000,000 dollars of Public Liability and Products Liability Cover , and \$4,000,000 dollars of Professional Indemnity Insurance in the aggregate (\$2,000,000 dollars in any one claim).
- You can expect courteous, easily identifiable Inspectors who are willing to spend time with owners and representatives of the Body Corporate to ensure that you receive the highest quality service.

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A suggested process you may wish to take to meet compliance.

Step 1. Put forward a flying minute/motion to the committee/owners to have a Fire Safety Report, Evacuation Plan, Evacuation Coordinator training and appointment of a Fire Safety Advisor for High Occupancy Buildings provided by Solutions ie.

NB. The price will be well below the committee spending limit.

If you need a quote, Solutions ie will provide it to you within 24 hours. (Many managers have sent their building lists and asked for a spreadsheet of prices for their portfolio.)

Use the motions and preambles provided for your convenience in Addendum 1. If you need a word version just email enquiry@solutionsie.com.au and ask.

Step 2. Order your fire compliance solution from Solutions ie before 1 July 2009*. On the order form, you will ideally include:-

- Building details
- A copy of the registered plans
- The details of an Evacuation Coordinator (if appointed) and for larger buildings, any other persons with or who will have responsibilities under the Fire and Evacuation Plan.**

*Whilst ideally you would be totally compliant by 1 July 2009, at least if you get the services ordered you can demonstrate things are on the move.

** If the Evacuation Coordinator and/or responsible people have not been appointed before ordering your fire services, the Fire and Evacuation Plan will have some blank spaces for their details to be inserted by the Body Corporate, or the Fire and Evacuation Plan can be subsequently updated by Solutions ie for an appropriate fee.

Step 3. Receive your report and action any to-do list items like getting the maintenance of prescribed Fire Safety Installations and defined paths of travel compliant.

Step 4. Set a time and location for an evacuation practice (we suggest meeting in the ground floor foyer, letterboxes or designated assembly area - as per the completed Evacuation Plan) and invite all residents to attend an evacuation practice. One of Solutions ie's qualified inspectors can facilitate this for you.

PLEASE NOTE: WE CAN ORGANISE THE CORRESPONDENCE FOR THIS TOO. JUST CALL 1300 136 036 AND ASK FOR PETER IN MARKETING.

Step 5. Complete your Occupiers Statement online. You now have everything in place to do this. Our report gives you all the details needed. It's now easy for you.

Step 6. Organise Solutions ie to do all annual updates within 12 months. This includes:-

- Checking the maintenance records;
- Reviewing the Fire Evacuation Plan;
- Training/updating the Evacuation Coordinator;
- Facilitating an evacuation practice.

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You will automatically receive a reminder before it is due.

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Addendum 1 – Fire Safety Motions and Preambles

The requirements for fire safety in Queensland altered dramatically in July 2008, with the introduction and adoption of the *Building Fire Safety Regulation 2008*, under MP 6.1 of the *Queensland Development Code*, of AS 1851-2005 (Maintenance of Fire Protection Systems and Equipment) as the standard to which Fire Safety Installations (FSIs) must be maintained. Following these changes, Queensland now has arguably the most stringent fire safety requirements for building owners, occupiers, managers and contractors in Australia.

The changes aim to greatly increase the safety of people during a fire emergency, by ensuring that buildings have adequate and properly maintained FSIs and by improving the arrangements and training for evacuation in case of an emergency. The owner, occupier and/or manager of a building in Queensland have a legal obligation to ensure the safety of every person in the building in the event of a fire or other emergency. The Body Corporate has control over and is the occupier of the common areas of your property. As such, it must ensure that:

1. All FSIs required to be in the common property areas are installed and properly maintained;
2. All evacuation routes are safe and free from hazards;
3. A Fire and Emergency Plan for the building is developed and maintained;
4. The Evacuation Coordinator, people with responsibilities under the Fire and Emergency Plan and workers receive specific training;
5. If the building is a High Occupancy Building, a Fire Safety Advisor is appointed; and
6. An 'Occupier's Statement' is submitted to the Commissioner of the Queensland Fire and Rescue Service every 12 months, stating that all FSIs have been properly maintained.

To ensure all buildings comply with these new requirements, the Queensland Government has set out penalties under the *Fire and Rescue Service Act 1990* of up to \$7,500 for each instance of basic non-compliance and up to \$150,000 or three years imprisonment if the non-compliance causes multiple deaths.

Fire Safety Report

FSIs are a lot more than just fire-fighting equipment, such as fire extinguishers and sprinkler systems. They include a wide range of structural features, fire-protection systems, fire-fighting equipment and occupant safety features. In essence, they are the items installed or constructed in a building to make sure it is (adequately) safe in case of a fire. As such, FSIs need to be properly maintained to make sure they can operate and perform to the same standard that they did when the building was constructed or they were commissioned. If an FSI is not properly maintained, the safety of people in the building may be threatened in the case of a fire.

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The purpose of Solutions ie's Fire Safety Report is to identify shortcomings in the maintenance of existing Fire Safety Installations (FSIs), as well as identifying any FSIs which are required for the building but are not currently in place. It also includes a review of the Fire and Evacuation Plan and training records for the building to determine whether they are up-to-date and appropriate. This, in turn, will help you to manage your maintenance contractors and to prepare to submit the annual Occupier's Statement for your building.

Fire and Evacuation Plans

In a fire or emergency, you will only have one to two minutes from when the alarm is sounded to when your life is seriously endangered by smoke or fire. Even minute concentrations of Carbon Monoxide (which builds up rapidly around fires) as low as 1.25%, can render you unconscious instantly and kill under three minutes. As such, it is very important that your building has a Fire and Evacuation Plan to help ensure the safe, orderly and rapid evacuation of people in an emergency.

A Fire and Evacuation Plan contains a lot more than just the evacuation diagrams displayed on walls in buildings. It also contains:

- Evacuation Coordination Procedures, which are procedures for:
 - Alerting and communicating with people in the building;
 - Alerting the fire service;
 - Arranging for the evacuation of people with special needs, members of the public and other persons;
 - Checking whether all people have been evacuated;
 - Informing the Evacuation Coordinator of how many people have been evacuated, who have been evacuated and who are not accounted for;
 - Meeting fire officers who attend the building.
- Instructions for evacuating the building in accordance with the Evacuation Coordination Procedures;
- Instructions for operating fire-fighting equipment and alarms in the building;
- Procedures for giving instructions and training to people working in the building, and to ensure that instruction is given;
- Contact details for the Evacuation Coordinator and other people responsible for evacuating the building, the Fire Safety Advisor (in a high occupancy building), as well as for the people responsible for giving instructions and for developing and reviewing the Fire and Evacuation Plan.

When Solutions ie prepares your Fire and Evacuation Plan, you will receive detailed, laminated evacuation diagrams (other finishes are also available on request), as well as comprehensive yet straight-forward procedures and instructions developed in consultation with your Body Corporate and Manager, to ensure they are entirely relevant to your building. We also provide ongoing support to update your Plan if (and when) there are material changes to your building or to the people with responsibilities under the Plan.

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Training for Evacuation Coordinators

All buildings (except for stand-alone and terrace-style houses) are required to have an Evacuation Coordinator and potentially other people responsible for carrying out the Fire and Evacuation Plan. The Evacuation Coordinator is commonly known as the Chief Fire Warden for the building and the other people responsible are commonly known as Fire Wardens, Floor Wardens and/or Deputy Wardens.

The number of people responsible for carrying out the Fire and Evacuation Plan must be determined by a risk analysis of the building, including an analysis of the layout of the building, the number of people in it throughout the day and the likelihood that each responsible person will be in the building throughout the day. There are no firm rules for determining how many people need to be responsible, except that it must be enough to ensure that their duties may be carried out effectively.

The Evacuation Coordinator and each responsible person must be given training once per year. This training equips these people to effectively coordinate the evacuation of the building in an emergency. In high occupancy buildings, this training must be given by the Fire Safety Advisor or by a person appointed by the Fire Safety Advisor.

Solutions ie provide a range of training options, including CD and online. We also provide hard-copy workbook training and seminar training on request.

Motion

That Solutions ie Pty Ltd be engaged to provide:-

- *Fire Safety Report; and*
- *Fire and Evacuation Plans; and*
- *training to the Evacuation Coordinator and people responsible for carrying out the Fire and Emergency Plan;*

in accordance with the Fire and Rescue Service Act 1990 and Building Fire Safety Regulation 2008, for an amount not to exceed \$.00.

Appointing a Fire Safety Advisor

NB. FSA is only required for High Occupancy Buildings – more than 25m high (generally 9 stories or more) and more than 30 workers.

The occupiers of a High Occupancy Building, which is any:

- Residential building over 25m in height;
- Prescribed workplace under the *Workplace Health and Safety Regulation 2008* employing more than 30 workers; or
- An at-risk licensed building under the *Fire and Rescue Service Act 1990* must also appoint a Fire Safety Advisor ('FSA') for their building.

An FSA is a qualified person who is familiar with all aspects of building fire safety and whose primary duties are to provide advice to the occupiers to ensure that appropriate emergency planning has taken place and appropriate instruction and training is undertaken within the required timeframes.

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Additionally, any training in a High Occupancy Building must be delivered either by an RTO, by the FSA or a person appointed by the FSA.

The FSA does not need to work or live in the building, as their role is primarily to provide advice on planning and training to more complex, higher-risk buildings. A single FSA can be appointed to multiple buildings.

Solutions ie's inspectors are all suitably qualified and licensed. As such, we are able to have our inspectors appointed as the FSA for your building at the same time as we carry out our other services. Throughout the year, your FSA will be available to give advice on fire safety in your building, as well as to review your Fire and Evacuation Plan and organise additional training , should the need arise.

Motion to Appoint a Fire Safety Advisor

That (name) of Solutions IE Pty Ltd be appointed as the Fire Safety Advisor for this building, in accordance with the Fire and Rescue Service Act 1990 and Building Fire Safety Regulation 2008, for the period / /2009 until / /2010.

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Addendum 2 – Schedule 2 Occupiers Statement

Name of building and address:	Name of Occupier:		
Prescribed fire safety installation	Nominated Australian Standard or relevant maintenance requirements	Was a critical defect notice issued during the period covered by this statement (Yes/No)	Date of rectification of critical defect
Air handling systems			
Emergency lifts			
Emergency lighting			
Emergency power supply			
Emergency warning and intercommunication systems ⁵			
Exit signs			
Fire detection and alarm systems			
Fire doorsets			
Fire extinguishers			
Fire hose reels			
Fire hydrants (including boosters)			
Fire mains			
Fire shutters			
Other features ⁶ (provide details)			
Smoke and heat venting systems			
Smoke doorsets			
Smoke exhaust systems			
Solid core doors			
Special automatic fire suppression systems			
Sprinklers			
Stairwell pressurisation systems			

I _____ as an authorised person on behalf of _____ declare the above listed *prescribed fire safety installations* have
 (Full name) (Name of organisation)
 been *maintained* during the period covered by this statement in accordance with this code and as specified, _____ on _____
 (Signature) (Date)

1. This yearly statement must be kept with the building's *maintenance records* in accordance with A2(c) and be produced on demand by local government officers and authorised officers of the Queensland Fire and Rescue Service.

2. Note: delete *prescribed fire safety installations* that are not installed in/for the building.

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[Type text]

3. For example, in accordance with manufacturer's instruction manual date day/month/year or in accordance with the building's *certificate of classification*.
4. Copies of *critical defect notices* issued and proof of rectification within the period of this statement must be attached.
5. This is also known as sound systems and intercommunication systems for emergency purposes.
6. Includes additional *fire safety installations* or conditions that are *required* under the building's *alternative solution* of the *Building Act 1975* or *BCA* clauses E1.10 and E2.3.
7. If the owner is signing or the *occupier* is not employed by a body corporate the 'name of organisation' section does not need to be completed.

Services:

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- Asbestos Audits
- Balustrade Testing
- Division 10 & Maintenance Reports
- Fire Safety Reports

Offices:

- Head Office
 - Brisbane
 - Cairns
 - Gold Coast
 - Sunshine Coast
 - Ph: 1300 136 036
 - Email:
- 14 Railway Tce, Milton, QLD 4064
PO Box 1564, Milton QLD 4060
PO Box 8002, Cairns QLD 4870
PO Box 2253, Southport QLD 4215
PO Box 726, Maleny QLD 4552
Fax: 1300 136 037
enquiry@solutionsie.com.au

[Type text]

Referenced Legislation (and where available)

Fire and Rescue Service Act 1990

http://www.legislation.qld.gov.au/LEGISLTN/SUPERSED/F/FireARescSeA90_07C_090101.pdf

The Building Fire Safety Regulation 2008

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/B/BuildgFireSR08.pdf>

Building Code of Australia

<http://www.abcb.gov.au/>

AS 1851-2005 Maintenance of fire protection systems and equipment

<http://infostore.saiglobal.com/store/Details.aspx?docn=AS0733768229AT>

Queensland Development Code MP6.1

<http://www.dip.qld.gov.au/resources/laws/queensland-development-code/current-parts/mp-6-1-maintenance-fire-safety-installations.pdf>

Certificate of Certification information

<http://www.dip.qld.gov.au/resources/factsheet/building/certificates-classification.pdf>

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