

Fire Safety Project Plan 2012/2014

DUNGOG SHIRE COUNCIL

Version 1.0 - 31 May 2012

Background

The Environmental Planning and Assessment Act 1979 and Regulation 2000 provide statutory provisions with regard to Fire Safety measures in buildings. Clause 182 (as amended), of the regulation requires that 'the owner of a building to which an essential fire safety measure is applicable must not fail to maintain each essential fire safety measure in the building premises. Clause 177 (as amended), also states that each year the owner of a building must provide annual fire safety statements to council, the Fire Commissioner and prominently display the Annual Fire Safety Statement and Fire Safety Schedule in the building.

The Local Government Act 1993 also identifies Councils functions and services. "Public health services, facilities and Fire Prevention" are identified as appropriate activities for council to be undertaking within the Local Community.

Management Plan 2011-2014 has also identified Councils commitment to building a fire safe community. Strategic goal 33.4 identifies Councils intentions which states Ensure Places that provide Public Entertainment (entertainment venues) are effectively managed and monitored. In this regard to ensure compliance with relevant Fire Safety Standards.

Fire Safety Project Plan 2012/2014

Planning

PRINCIPAL ACTIVITIES

Community Outcome: To have an effective and responsive Council organisation.

33. Strategic Goal: To provide a flexible planning framework that ensures innovative, orderly and economic use of land with appropriate environmental responses to guide future development within the Shire.

STRATEGIC GOAL		Actions	Who will ensure that this happens?	How will we know this has been achieved?	When will action be reviewed?	What actions have been undertaken to date to achieve this?
To minimise risk to the community and Council by implementing a program of public awareness and monitoring of compliance essential fire safety measures.	33.4	Develop general information regarding fire safety requirements and make this available via the Dungog Council website and over the counter in customer service.	Manager Planning & Senior Building and Development Officer	Upgrade of information available on council website & hardcopy. Establish process of public feedback to determine the effectiveness of dissemination of information. Documents can be downloaded from the Dungog Council	September 2012	Survey of other council's websites, attendance to training/regional workshop including fire safety requirements. Search best practice for implementation in councils processes. Use this as a basis for what we create. Review information location on website and document type. EG pdf, pdf data input, word.

Fire Safety Project Plan 2012/2014

				website.		
		Update and Make available forms for Fire Safety Certificates and Annual Fire Safety Statements via the Dungog Council website.	Manager Planning & Senior Building and Development Officer	Documents can be downloaded from the Dungog website	September 2012	Reviewed our current forms to ensure they are compliant with relevant legislation.
		Prepare a newsletter /correspondence on Fire Safety requirements targeted at owners of premises containing essential fire safety measures. This is intended to assist in promoting to business owner and operators, the importance of meeting their fire safety obligations	Manager Planning & Senior Building and Development Officer	Newsletter (and the like) is circulated to property owners	December 2012	Nil
		Develop a register for premises identified as high risk, in Councils Authority system which lists premises know to have essential fire safety measure/s.	Manager Planning & Senior Building and Development Officer	Establishment of the register	February 2013	Nil
		Identify buildings within the LGA likely to have essential fire safety measures installed. Particular reference will be made to: <ol style="list-style-type: none"> 1. Places of accommodation 2. Hotels 3. Clubs 4. Aged Care Buildings 5. Schools and Pre Schools 6. Assembly buildings 7. Tourist accommodation 	Manager Planning & Senior Building and Development Officer	Development of draft list through desktop audit	June 2013	
		Prepare/development inspection checklist/s for Fire Safety audit	Manager Planning & Senior Building and	Development of targeted checklist/s	December 2012	Nil

Fire Safety Project Plan 2012/2014

		inspection.	Development Officer			
		Undertake risk assessment according to use of premises and occupancy style.	Manager Planning & Senior Building and Development Officer	Develop risk assessment checklist and undertake audit of known premises	June 2013	Nil
		Have staff attend relevant Training courses to obtain Accreditation and CPD Points.	Manager Planning & Senior Building and Development Officer	Attendance and ongoing accreditation from the Building professionals Board	On going	
		Develop and implement a program of inspection targeting high risk buildings and egress safety requirements.	Manager Planning & Senior Building and Development Officer	Commencement of program	September 2013	
		Review of works programs and periodic reporting to council	Manager Planning & Senior Building and Development Officer	Report to council	July 2013 ongoing	