



Capital Development Guideline — Series 7

Fire Risk Management Policy and Procedures

Accommodation Buildings

Fire Risk Management — 2013

7.10



Capital Development Guideline — Series 7

Fire Risk Management Policy and Procedures

Accommodation Buildings

If you would like to receive this publication in another format,
please phone 1300 650 172 using the National Relay Service
13 36 77 if required, or email fire-risk-management-unit@dhs.vic.gov.au

This document is also available on the Internet at www.dhs.vic.gov.au

Acknowledgments

© Copyright State of Victoria 2013.

This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act 1968*.

Authorised and published by the DHS – Fire Risk Management Unit, Property & Asset Services, Corporate Services Branch, Department of Human Services, Victorian Government.

Design and production by DHS – Fire Risk Management Unit.

ISBN: 978-0-7311-6604-6 (print)

ISBN: 978-0-7311-6604-6 (online)

July 2013 (1501112)

The following persons and/or organisations are represented on the Project Control Group (PCG)

ARUP Fire

Barry M Lee OAM

Country Fire Authority Victoria (CFA)

Design Guide Building Surveyors Pty Ltd

Department of Health

Department of Human Services, Fire Risk Management Unit

Engineers Australia – Society of Fire Safety

Exova Warringtonfire (Aust) Pty Ltd

Fire Protection Association Australia

FM Global

International Fire Protection Pty Ltd

K&L Gates - Real Estate Group

Lehr Consultants International (Australia) Pty Ltd

Metropolitan Fire and Emergency Services Board (MFB)-Victoria

Skip Consulting Pty Ltd

The Department of Human Services and organisations or individuals involved in or consulted in the preparation of these documents make no representation that the Guidelines are suitable for any particular situation, and accept no responsibility for any death, injury, loss or damage arising out of any decision to apply the Guidelines to any particular situation.

On-line access

This publication is available at the Department of Human Services Victoria - Internet address:

www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/fire-risk-management

Commencement

These Guidelines come into operation on 14 August 2013.

First Edition – August 2013.

Printed by Printbound, Oakleigh

May 2014

[1501112]

Contents

Abbreviated Terms	iv
1. Introduction	1
1.1 General	1
1.2 The purpose of this Guideline	1
1.3 Interpretations	1
1.4 Definitions	2
1.5 Commentary	2
1.6 Field of Application	2
1.7 BCA Classification	2
1.8 Determining compliance with this Guideline	3
1.9 Client and Staff Profiles	3
2. Mandatory Measures	5
2.1 Introduction	5
2.2 Physical Fire Safety Measures	5
2.3 Exit paths	7
2.4 Management in Use Fire Safety Measures	7
3. Other Specific Measures	10
3.1 Introduction	10
3.2 BCA Deemed-to-Satisfy Provisions	10
3.3 Measures which vary from the BCA DtS Provisions	10
3.4 Measures which are additional to the BCA DtS Provisions	10
3.5 Electrical and Gas Safety	11
4. Reporting	12
4.1 General	12
4.2 Fire Engineering Brief and Fire Engineering Report	12
4.3 Fire Safety Handbook	12
4.4 Fire Safety Audit Report	12
Appendix 1: Definitions	13
Appendix 2: Commentary	18

Abbreviated Terms

The following abbreviated terms are used in this document.

ABCB	Australian Building Codes Board
AFAC	Australasian Fire Authorities Council
AS	Australian Standard
BAB	Building Appeals Board
BCA	National Construction Series – Building Code of Australia
CDG	Capital Development Guideline(s)
CFA	Country Fire Authority Victoria
CSO	Community Service Organisations
DH	Department of Health Victoria
DtS	Deemed-to-Satisfy
FBIM	Fire Brigade Intervention Model
FEB	Fire Engineering Brief
FER	Fire Engineering Report
FERPTF	Fire and Emergency Response Procedures and Training Framework
FIP	Fire Indicator Panel
FRM	Fire Risk Management
FRMU	Fire Risk Management Unit of the Department of Human Services
FSE	Fire Safety Engineer
IFEG	International Fire Engineering Guidelines 2005
MFB	Metropolitan Fire and Emergency Services Board
NGO	Non-Government organisation
RBS	Relevant Building Surveyor
SOU	Sole Occupancy Unit
SWMS	Safe Work Method Statement

1. Introduction

1.1 General

Guideline 7.10 – Accommodation buildings. This document provides guidance for fire risk management in accommodation buildings owned by the Director of Housing (DoH) and/or, the Department of Human Services (DHS) or Agency which is operated or funded by DHS.

Accommodation buildings provide residential accommodation for *clients* or tenants who are considered to be broadly representative of the general community.

1.2 The purpose of this Guideline

The purpose of this Guideline is to provide appropriate levels of fire safety for staff, *clients* and other occupants of a building subject to the Guidelines, in part by providing for appropriately qualified professionals such as *Fire Safety Engineers*, *Building Surveyors*, *Building Inspectors* and *Auditors*, to audit, assess and recommend steps to minimise fire risk, and to assess and report on acceptable standards of fire safety, in specific settings.

The use of this Guideline is subject to the following:

- (a) The Guideline does not constitute all of the possible fire safety matters that could apply to a specific situation, but are provided for assistance in determining appropriate fire safety measures. It is up to individuals acting with appropriate professional advice to determine their application to particular situations.
- (b) This Guideline must only be used for purposes within the range set out in the 'General' section at the start of this document and in section 1.5.
- (c) In addition to the fire safety requirements and standards in the Guidelines, owners, occupiers and operators of facilities and buildings may be subject to various other statutory, common law and contractual obligations. They should seek advice, including legal advice, on the existence and scope of these obligations.

1.3 Interpretations

In this Guideline, unless the contrary appears:

- headings are for convenience only and do not affect interpretation
- a reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them
- words in the singular include the plural and vice versa
- where a word or phrase is defined, its other grammatical forms have a corresponding meaning
- mentioning anything after include, includes or including does not limit what else might be included.

1.4 Definitions

Words and expressions used in this document and throughout the associated Guidelines that are shown in *italics* are defined terms. Appendix 1 of this document includes definitions used in this document.

1.5 Commentary

Commentary is provided in Appendix 2 for some clauses of this Guideline to provide explanatory or background information in relation to the clause. Clauses that have commentary are identified with an asterisk (*) in the clause heading.

1.6 Field of Application

The fire safety measures described in this Guideline apply to boarding houses, guest houses, hostels (as defined in the BCA), rooming houses (as defined in the *Residential Tenancies Act 1997*) and crisis accommodation as defined in the Guidelines where:

- (a) *clients* are not necessarily provided with full time care
- (b) staff are not present at all times, or required to be present.

This Guideline does not apply to residential care buildings as defined in the BCA or community residential facilities providing group housing.

1.7 BCA Classification

Accommodation buildings (boarding houses, guest houses, hostels or crisis accommodation) may be classified as a Class 1b (if less than 300m² in floor area); Class 3 Occupancy (over 300m² in floor area) as defined in the BCA; or rooming houses as defined in the *Residential Tenancies Act 1997* being class as determined in the BCA.

1.7.1 Sole Occupancy Unit

A SOU must be taken to be a single room occupied by a *client* or group of *clients* (shared room), except in crisis accommodation where the SOU must be taken to be the entire building, which is a single dwelling.

1.8 Determining compliance with this Guideline

If the building complies with the BCA DtS provisions, and the matters in sections 2 and 3 of this Guideline, then compliance with this Guideline is achieved.

The process for determining compliance is detailed in CDG 7.1 and CDG 7.2 and summarised in the process below.

- (a) Confirm the applicable Guideline to the building being considered.
- (b) Undertake a *fire safety audit* of the building or a *desktop audit* of relevant design documentation for buildings not yet constructed.
- (c) Undertake a *fire safety compliance check* of the building against the relevant BCA DtS provisions and the matters in sections 2 and 3 of this Guideline from the information obtained during the audit.
- (d) Undertake a *fire risk assessment* where the building does not comply and/or cannot be modified to comply. The *fire risk assessment* must be signed off by an *accredited fire safety engineer* who is responsible for the *fire risk assessment* in accordance with CDG 7.2.
- (e) Refer any *mandatory measures* (section 2 of the Guideline) which are not proposed to be complied with to the *FRM Review Panel* for a determination.
- (f) Prepare a *fire safety audit* report documenting the *fire safety compliance check*, at intervals of a minimum once every 5 years, in accordance with Guideline 7.2.
- (g) Prepare a *fire safety handbook* for the building documenting the fire safety strategy, including any alternative solutions produced by the *accredited fire safety engineer* and approved by the *accredited building surveyor*, in accordance with CDG 7.2.

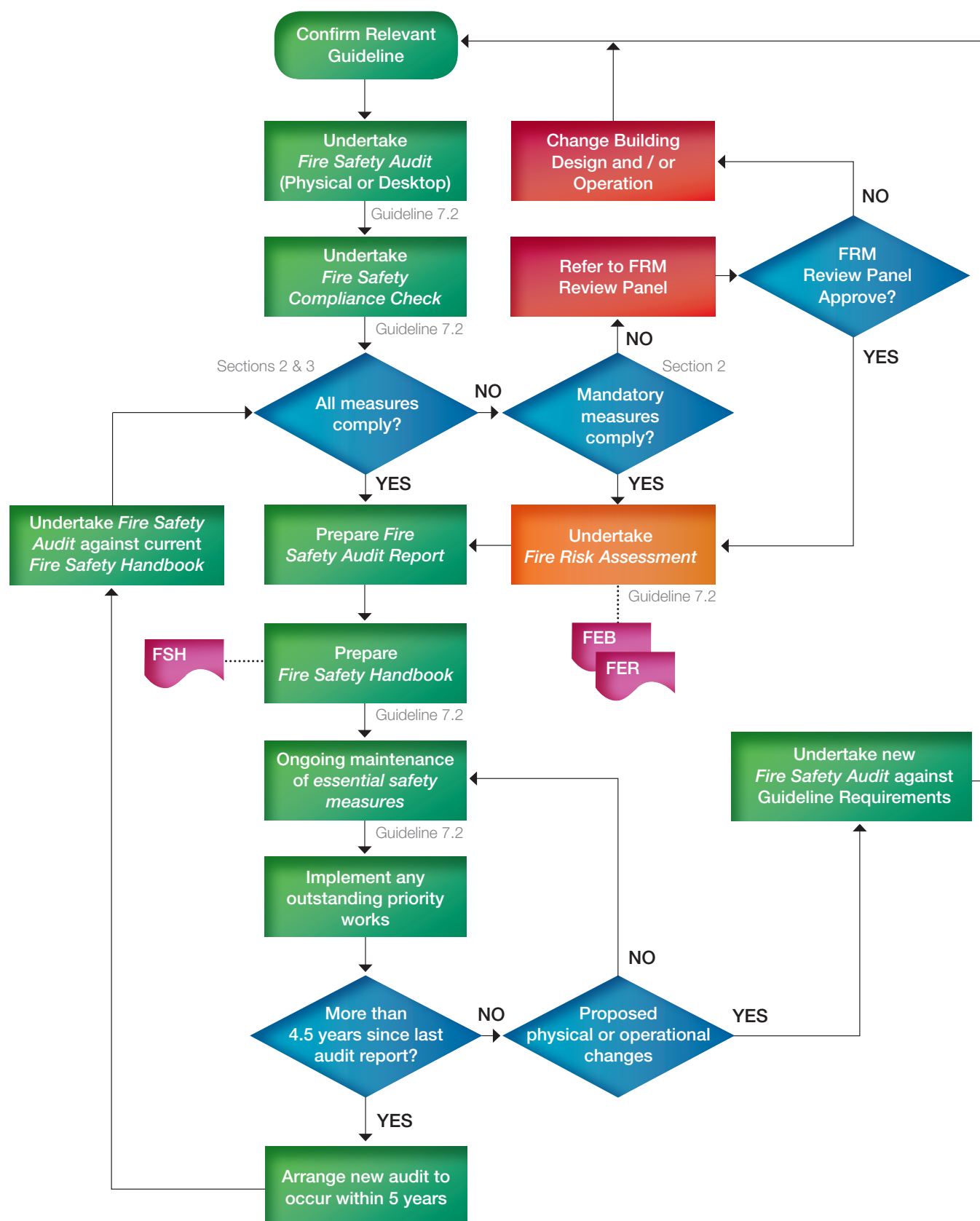
The process is simplified in the following flowchart in Figure 1.1, refer next page.

1.9 Client and Staff Profiles

A guide to determining *client profile* and *staff profile* is set out in CDG 7.2.

The typical range of *client* profiles expected in a building covered by this Guideline is Type 1 and the *staff profile* is generally Type 1 (no staff present).

Figure 1.2: Simplified Compliance Process



2. Mandatory Measures

2.1 Introduction

Mandatory measures must comply with the nominated design codes and standards, in addition to any requirements of the BCA Deemed-to-Satisfy (DtS) provisions or any alternative solutions.

Should a *mandatory measure* be considered inapplicable or inappropriate to adopt in full, then a written application outlining the reasons and including supporting justification must be made to the *FRM Review Panel* for its consideration. Unless there are exceptional or very specific circumstances, the *FRM Review Panel* is unlikely to approve a variation to any of the *mandatory measures*.

2.2 Physical Fire Safety Measures

2.2.1 Automatic Fire Sprinklers

An automatic fire sprinkler system must be installed to comply with AS2118.1, AS2118.4 or AS2118.6 as follows:

- (a) Where a system is already installed complying with either AS2118.1, AS2118.4 or AS2118.6, it must include:
 - i. residential heads in the residential parts of the building; and/or
 - ii. fast response heads in all other areas.
- (b) Where a system is to be installed it must comply with either AS2118.1, AS2118.4 or AS2118.6 it must include:
 - i. concealed residential heads in the residential parts of the building; and/or
 - ii. concealed fast response heads in all other areas.
- (c) These requirements (sprinklers) do not apply to buildings that:
 - i. have less than 5 rooms capable of being used for sleeping accommodation and are classified as a Class 3 building under the BCA, or
 - ii. are capable of being used for sleeping accommodation and are classified as a Class 1b building under the BCA, or
 - iii. are single rooms that are declared as a rooming house pursuant to subsection 19 (2) or (3) of the Residential Tenancies Act 1997 (unless they form part of a larger building requiring sprinklers pursuant to the BCA).

The occupant warning system must be activated upon operation of a sprinkler head.

To minimise the potential for self-harm or wilful damage, concealed fire sprinkler heads must be used where a new sprinkler system is required to be installed.

Note: Refer to the requirements of clause 4.5 of CDG 7.2 for installation and design of sprinkler systems.

2.2.2 Smoke Detection and Alarm

All boarding houses, guest houses, hostels or crisis accommodation must have a smoke detection or smoke alarm system installed throughout which complies with: Specification E2.2a of the BCA volume 1 for class 3 buildings; or Part 3.7.2 of the BCA Volume 2 for Class 1b buildings and as defined in the *fire safety handbook* (FSH).

Where rooming houses (as defined in the *Residential Tenancies Act 1997*) are not classified as either a Class 1b or Class 3 building under the BCA, then smoke alarms or detectors should be installed in accordance with their respective class of building. Additionally, extra smoke alarms or detectors must be installed in each bedroom, and these must be interlinked and mains powered comprising of an inbuilt non-removable rechargeable battery.

All smoke alarms must comply with AS3786. All smoke detectors must comply with AS1670.1.

Smoke alarms or smoke detectors must be installed on the ceiling in every bedroom, in exit routes, hallways, living areas and staff offices/areas. Smoke alarms within bedrooms must be located within 3m from the bed head/pillow position. When located more than 3m from the bed head/pillow position the sound level during an alarm measured at the bed head/pillow position is to achieve not less than 85dB(A) for 1 minute, and not less than 82dB(A) after 4 minutes of continuous alarm when measured during the 'on' phases of the signal.

In some rooms or areas, there may be spurious alarms due to the environment or activities undertaken. So long as justification can be provided, alternative detectors may be utilised in these circumstances. For example, heat detectors. However, a written application outlining the reasons and including supporting justification must be made to the *FRM Review Panel* for its consideration.

Where a smoke detection system is installed, it must comply with AS1670.1 (including occupant warning).

Smoke alarms complying with AS3786 must be powered directly from the 230v main power supply with battery backup. The battery backup must be rechargeable, non-removable and have a minimum expected lifespan of 10 years. Alternatively, a smoke detector system can comply with AS1670.1.

The interconnection between smoke alarms must be by hardwire interconnection.

For medium or large buildings (more than 20 *clients*), an addressable smoke detection system must be used.

2.2.3 Door Hardware

The primary and secondary exit doors must be readily opened without a key from the side that faces a person seeking egress, by a single hand downward action which must be located between 900mm and 1.1m from the floor or pushing or pulling action on a single device which is to be located between 900mm and 1.1m from the floor, this also includes all doors along a path of travel to such exits. Alternatively, a door strike can be fitted.

Note: Where a door strike is to be used, a single hand downward action on a single device located between 900mm and 1.1m from the floor is still required.

Where door strikes are to be used, they are required to automatically unlock upon activation of either:

- (a) the smoke alarm/detection system; or
- (b) the sprinkler system.

Note: The automatic unlock function must operate upon activation of either system independently. For example operation of the smoke detection/alarms and/or the sprinkler system will unlock the doors.

Power to automatic door locks may be battery backed up to maintain security in the event of power failure. However, the locks shall be configured 'failsafe' such that in the event of loss of power to the lock itself that the lock will revert to the unlocked state.

If bedroom doors are capable of being locked by *clients* (for example, to secure their belongings or seek privacy from other *clients*), the door must be readily opened without the use of a key from the side that faces a person seeking egress, by a single hand downward action, or pushing action on a single device from inside the bedroom, located between 900mm and 1.1m from the floor.

2.3 Exit paths

All exit paths must be kept free of any obstruction and must not be used for storage. Exit paths must be checked monthly, with management systems in place to ensure that immediate corrective action is taken if it is warranted.

2.4 Management in Use Fire Safety Measures

Management in use measures are operational systems, procedures and policies which:

- (a) minimise the potential for fire starts
- (b) minimise the potential fire growth and severity
- (c) maintain the reliability of physical fire safety measures so they are likely to operate in the event of fire
- (d) provide ongoing fire safety awareness to *clients* of appropriate actions to take in the event of a fire.

2.4.1 Fire Safety Handbook

A *fire safety handbook* must exist for each building and must be in accordance with CDG 7.2.

The *fire safety handbook* must be kept at the Divisional office or organisation responsible for the operation and management of the building and can be in electronic format on a central database. A copy may be kept on site, but this is not mandatory.

2.4.2 Fire Prevention and Fire Safety Management

2.4.2.1 Smoke free policy

The Department has a policy of smoke-free work places. The policy describes the phases for implementing the policy to prohibit smoking as far as is practicable, in all non-residential workplaces and restrict smoking in any residential Departmental workplace to designated external smoking areas only. This is a policy issue and does not form part of the Guideline requirements in relation to compliance.

The Department does not have the authority to control smoking within a tenant's room.

2.4.2.2 Designating external client smoking areas

There should be at least one designated external smoking area nominated on the site. This is a management issue and should not to be taken as a failure of the audit.

2.4.2.3 Roof spaces and under floor areas

Roof spaces and under floor areas, which are not sprinkler protected, must not be used for storage.

2.4.2.4 Individual and portable heaters *

The Department or DoH is unable to effectively control portable appliances brought into single SOU by *clients* and therefore, these appliances are the responsibility of the *client*.

Individual portable heaters (for example, *client* controlled devices) where provided by the Department or DoH, must be either oil filled column heaters or electric panel heaters, that have an over heat cut out device fitted and be permanently fixed in position and installed in accordance with the manufacturer's specifications.

Solid fuel burning appliances and open fireplaces must not be used in buildings subject to these Guidelines.

2.4.3 Fire and Emergency Evacuation Plans & Emergency Response Procedures

Evacuation plans and diagrams must be developed and prominently displayed on the inside of the entry doors of each bedroom and in all common areas. They must also be maintained in accordance with section 3.5 and Appendix E of AS3745 (Planning for Emergencies in Facilities); and the *Residential Tenancies (Rooming House standards) Regulations 2012*.

2.4.4 Record Keeping and Documentation

In addition to information kept in the Fire and Emergency Response Procedures Manual, records must be kept of:

- (a) all fire safety installations, including schematics of fire protection systems
- (b) any fire incidents be reported documented and submitted to the FRMU
- (c) fire training and *evacuation exercises* (if applicable)
- (d) Fire Damage to Asset forms
- (e) any maintenance and testing undertaken
- (f) inspection and checks carried out by staff
- (g) details of fire safety issues reported (for example, blocked exits or faulty fire protection equipment), action required and evidence that actions have been completed satisfactorily
- (h) essential safety measures records/reports
- (i) other information required by CDG 7.1, and 7.2, or as a result from a *fire risk assessment*.

2.4.5 Electrical Safety*

Earth leakage protection must be installed to electrical switchboards and all electrical services must be in accordance with AS/NZS3000.

2.4.6 Gas Appliance Safety*

Gas appliances where a sprinkler system has been installed or to be installed must include a flame-guard system so that extinguishment of the flame will stop the flow of gas. Alternatively, where appropriate appliances are not available with flame guard devices fitted, a gas safety shut-off system must be provided in accordance with Energy Safe Victoria Gas Information Sheet No. 16.

Note: There are specific requirements in relation to the checking of gas appliances pursuant to the Residential Tenancies (Rooming House Standards) Regulations 2012 or as amended.

2.4.7 Maintenance

Maintenance contracts must be in place for all essential safety measures identified in the *fire safety handbook*, including mandatory fire safety measures, BCA DtS measures, measures arising from any BCA alternative solutions and other Department specific measures.

Appliances (including ducted heating appliances) should be regularly serviced, cleaned and maintained in accordance with manufacturer's specifications.

Equipment that is inoperable, appears faulty or is otherwise not performing as designed and installed may present a risk of ignition or fire hazard. In these cases, it must be withdrawn from service until it has been checked and/or repaired by an appropriately qualified person, or it must be replaced.

3. Other Specific Measures

3.1 Introduction

In addition to the *mandatory measures*, there are a range of other fire safety measures that must be provided within the building to satisfy the Department's prescriptive requirements for accommodation buildings.

Although adoption of these measures (including DtS provisions) is not mandatory, a *fire risk assessment* must be undertaken which addresses the measures which are not proposed to be implemented in full or in part. The *fire risk assessment* must be submitted to the FRMU for approval prior to any implementation of the final design solution.

3.2 BCA Deemed-to-Satisfy Provisions

The BCA DtS provisions must be complied with, unless varied by a *fire risk assessment* in accordance with CDG 7.2. The following sub-sections identify physical measures which vary from, or are in addition to, the relevant DtS provisions.

3.3 Measures which vary from the BCA DtS Provisions

Nil

3.4 Measures which are additional to the BCA DtS Provisions

3.4.1 Class 3 Buildings

Emergency lighting must be provided in the main living areas.

Emergency light fittings must comply with AS 2293.3 and have a minimum luminaire photometric classification of D10 in both transverse (C_0) and longitudinal (C_{90}) planes.

3.4.2 Class 1b buildings

Emergency lighting is to be activated by the smoke alarm system or smoke detector system and must be installed and located as follows:

- (a) within 3m from the primary and secondary exit
- (b) any passageway, corridor, hallway or similar that is greater than 6m from the entrance door of any room used for or capable of being used for sleeping purposes
- (c) in every passageway, corridor, hallway or similar that is part of the path of travel to the *primary exit* with a maximum spacing between fittings of 10.50m (5.25m from corridor ends).

Emergency light fittings must comply with AS 2293.3 and have a minimum luminaire photometric classification of D10 in both transverse (C_0) and longitudinal (C_{90}) planes.

3.4.3 Protection against external environmental hazards

If a new building is located in a designated bushfire prone area (as defined in the *Building Regulations*), or in a wildfire or bushfire management overlay in any planning scheme, the DtS provisions of the BCA for bushfire (including AS 3959) must be complied with.

For existing buildings if the site has been classified as a BAL of Low or higher in designated bushfire prone area (as defined in the *Building Regulations*), or in a wildfire or bushfire management overlay in any planning scheme, then it must be referred to the Department for any additional requirements.

If a building is located (where works are being proposed) in an alpine area (as defined in the *building regulations* and the BCA), the requirements of BCA Volume 2 for alpine areas must be complied with, if required by the Regulations or the BCA.

3.4.4 Electrical and Gas Safety

Whilst not forming part of these Guidelines, the following matters are assumed to be installed or included, as they form part of other legislation. However, they must still be checked by an appropriate qualified person at least once every 5 years.

Electrical protection

An electrical safety check must be conducted at least once every 5 years by a licensed electrician of all electrical installations and fittings in accordance with AS/NZS3000. This does not include any portable fittings or fixtures (i.e. radios, television, computers or the like).

Gas Appliance Safety

Gas appliances where a sprinkler system has been installed or to be installed must include a flame-guard system so that extinguishment of the flame will stop the flow of gas. Alternatively where appropriate for appliances that are not available with fitted flame guard devices, a gas safety shut-off system must be provided in accordance with Energy Safe Victoria Gas Information Sheet No. 16.

Note: There are specific requirements in relation to the checking of gas appliances pursuant to the Residential Tenancies (Rooming House Standards) Regulations 2012 or as amended.

Meter Location

Gas and electric meters should be externally mounted.

4. Reporting

4.1 General

All reporting must utilise nominated templates published by the FRMU using *accredited* practitioners available from the FRMU.

4.2 Fire Engineering Brief and Fire Engineering Report

The FEB and FER must be prepared in accordance with the *International Fire Engineering Guidelines 2005*, utilising templates published by the FRMU.

4.3 Fire Safety Handbook

The *fire safety handbook* must be prepared using the template published by the FRMU and comply with 5.4 of CDG 7.2.

The *fire safety handbook* is a key document primarily aimed at end users and shall be a continually updated document as required which consolidates the requirements from all *fire risk assessments*, audits and changes undertaken to the building over time in compliance with section 5.4 of CDG 7.2.

The *fire safety handbook* must be kept at the Divisional office responsible for the building or on a central database. A copy may be kept on site, but it is not necessary.

4.4 Fire Safety Audit Report

The *fire safety audit* report is prepared to provide documentary evidence of the completion of the *fire risk management process* utilising templates published by the FRMU and in accordance with 5.3 of CDG 7.2.

Appendix 1: Definitions

The following definitions apply where used in these Guidelines.

Accredited

Means a person accredited by the Department of Human Services in the appropriate category to undertake a specific task.

Advisory Note

Means formal advice issued by the Department of Human Services in relation to application or interpretation of the Guidelines. Advisory notes are not mandatory but must be taken into account in any assessment process.

Agency

A third party organisation provided with funding or support by the Department to provide care for *clients*. Often also referred to as a Community Service Organisation (CSO) or Non-Government Organisation (NGO).

Auditor

Means a practitioner who is *accredited* to undertake *fire safety audits*. Accreditation may be limited to specific building or buildings and/or occupancy types.

Boarding House

A boarding house, guest house, hostel or the like in which more than 6 unrelated persons would ordinarily reside, but full time staff are not provided.

Building Act

Means the *Victorian Building Act 1993* or as amended.

Building Code of Australia (BCA)

The National Construction Code Series - Building Code of Australia, as published from time to time by the Australian Building Codes Board.

Building Inspector

A person, who is registered in the category of building inspector (unlimited) by the Building Practitioners Board of Victoria or other appropriate Statutory Body for registering practitioners in the state of Victoria and has the appropriate experience in fire safety to apply and interpret these Guidelines and has been *accredited*.

Building Legibility

Relates to the complexity of the building layout which has an impact on the ease of way finding by the occupants or rescue personnel.

Building Regulations

Means the *Victorian Building Regulations 2006* or as amended.

Building Surveyor

A person who is registered under the category of *building surveyor* (unlimited) or *building surveyor* (limited) and be registered or eligible to be registered in the category of building inspector (unlimited) by the Building Practitioners Board of Victoria or other appropriate Statutory Body for registering practitioners in the state of Victoria and has appropriate experience in fire safety to apply and interpret these Guidelines and has been *accredited*.

Client

Is a natural person who is:

- (a) provided with accommodation, supervision and/or care or a young person on statutory supervision in the criminal justice system or any other person on statutory supervision in the care of the Secretary of the Department of Human Services or Secretary of Department of Health; or
- (b) provided with support for accommodation, supervision or care from another Authority, organisation or agency that has a service agreement with the Department of Human Services or Department of Health; or
- (c) a tenant or resident who is housed in rental accommodation provided by the Director of Housing or Department of Human Services.

Staff members, visitors or the public are not considered *clients*.

Competent person

Is a natural person who holds required academic qualifications relevant to the activities they are undertaking under these Guidelines and is either:

- (a) not registered as a building practitioner in Victoria; or
- (b) is registered as a building practitioner in Victoria in the relevant category but either does not have the appropriate experience, or has not yet been assessed, for *accreditation* under these Guidelines.

A *competent person* is permitted to undertake work in relation to these Guidelines under the direct supervision of an *accredited* person who takes full responsibility and liability for the assessment, report and work.

Department

Is either the Department of Human Services (DHS) or Department of Health (DH) as appropriate that has authority to make decisions or has control, management or supervision of the subject matter or provides funding.

Desktop audit

Used in reference to either a *fire safety audit* or a *fire safety compliance check*. This type of audit does not involve a physical site inspection and is therefore reliant on a careful examination of relevant documentation.

Essential Safety Measures

Means same as definition in the Building Regulations.

Evacuation Capability

The ability of the occupants (including *clients*, residents, visitors and staff), to evacuate a building. The evacuation capability takes account of the ability of staff and residents to assist each other during the evacuation.

Evacuation exercises

Real-time, full scale practice evacuations done to test and record actual evacuation capability and time.

Exercises

Training programs that are given to staff and/or residents to explain, promote and understand the emergency evacuation system. Examples could be walking residents through the egress system, explaining waiting areas, listening to alert and evacuation tones and practising door closing. Usually exercises are not done in real time as a 'test' evacuation, but are a training process. For example, additional exercises might be done to assist improving the drill time for a building.

Existing Building

A building that existed prior to the adoption of these Guidelines, whether or not that building was used for the purpose being considered under these Guidelines.

False alarm

Activation of an alarm system in a building that does not result from the effects of fire. For the purposes of this definition, a false alarm is alarm activation by water vapour (i.e. steam), animal hair, lint, faulty installation, wiring, corrosion or lack of maintenance. Alarm activation resulting from burnt toast, cooking appliances or heating appliances is not a false alarm for the purposes of this definition.

Fire Brigade Intervention

Means all fire agency activities from the time of notification up until fire extinguishment and overhaul and includes fire brigade operations.

Fire Risk Assessment

An assessment of the potential for the realisation of an unwanted fire event, which is a function of the hazard, its probability and consequences. A fire risk assessment is one or more, but normally a combination, of:

- a qualitative analysis;
- a quantitative analysis; and
- a regulatory assessment;

Depending upon the particular application fire risk assessments can be undertaken by *accredited fire safety engineers* for specific buildings, or may form part of the specific technical outcomes of a Guideline.

Fire Risk Management (process)

The process of determining, by *fire safety audit* and *fire risk assessments*, whether an appropriate level of fire safety is achieved in a facility or building. As a minimum, an appropriate level of fire safety means the minimum statutory requirements applicable to that building or facility and implementation of the outcomes of a *fire risk assessment* based on use, building type, *client profile*, occupant profile, *staff profile* (if any), fire prevention training and ongoing maintenance.

Fire Safety Audit

The structured auditing of fire safety measures in a facility or building against nominated audit criteria, including those relating to life safety as described in AS 4655. Definitions in AS 4655 have the same meaning when used in these Guidelines, unless otherwise noted. For a new building, change of use of a building, or where major renovation work is proposed the *fire safety audit* can consist of a *desktop fire safety audit*.

Fire Safety Compliance Check

A check performed by an accredited *Building Surveyor*, *Building Inspector* or *Fire Safety Engineer* in lieu of a *fire safety audit* and *fire risk assessment* on buildings that comply, or are to be brought into compliance, with the relevant Department Guidelines

Fire Safety Engineer

A person, who is registered in the category or engineer of class of *fire safety engineer*, by the Building Practitioners Board Victoria or other appropriate statutory body for registering practitioners in the state of Victoria, has appropriate experience in conducting *fire safety audits* and *fire risk assessments* and has been *accredited*.

Fire Safety Handbook

A document that defines the fire safety strategy for a facility in terms of the essential safety measures and management in use requirements, levels of performance, design parameters and maintenance requirements for each physical or human measure/factor.

Fire Safety Strategy

A combination of physical essential safety measures and human measures/factors including maintenance and management in use systems which have been specified to achieve the nominated *fire risk management* objectives.

FRM Review Panel

The Board established in accordance the Capital Development Guidelines -Series 7, Fire Risk Management (FRM) to hear and make determinations in relation to any matter contained in the Guidelines and into the performance of any *accredited* practitioner pursuant to the Guidelines.

Human Factors (Measures or Precautions)

Occupant characteristics, management practices, emergency control organisation, training and the like that may impact on fire safety. Human measures or precautions typically relate to facilities/building management issues.

International Fire Engineering Guidelines

The provisions of the *International Fire Engineering Guidelines 2005* published by the Australian Building Codes Board that apply to Australia. Definitions in the *International Fire Engineering Guidelines 2005* have the same meaning when used in these Guidelines unless otherwise noted in the Guidelines.

Interim Fire Safety Precautions

Temporary or permanent fire safety measures to address severe and urgent fire hazards prior to the implementation of full fire safety upgrade works. Interim measures do not, as a matter of course, ensure facilities are compliant but are required to address immediate significant risks.

Mandatory Measure

Provisions in the Guidelines that cannot be varied by a *fire assessment*, unless approved in writing by the *FRM Review Panel*.

Owned, operated or funded

In relation to **owned**, means buildings or facilities that are owned by the Department of Human Services Victoria, Department of Health or Director of Housing or the Crown in the right of the State of Victoria and are under the control or management of the Department, or Director of Housing.

In relation to **operated**, means buildings or facilities that are operated, managed or controlled by the Department of Human Services Victoria, Department of Health, Director of Housing whether or not the building is owned by the Department or the Crown in right of the State of Victoria.

In relation to **funded**, means building or facilities that are directly or indirectly funded by the Department and for which the Department of Human Services, Department of Health or Director of Housing has a non-delegable duty of care to ensure adequate fire safety is provided.

Practice Note

Means a *practice note* issued by the Department of Human Services in relation to an application or interpretation of the Guidelines. Compliance with *practice notes* is mandatory and may modify or enhance existing requirements of the Guidelines.

Primary Exit

A continuous and unobstructed way of getting from any point in the building to a road or open space leading to a street which would be likely to be the first choice for an occupant in a fire emergency.

Secondary Exit

An alternative means of escape, which can be used if the primary means of escape is not available. Windows that can open and the like may be used as a secondary means of escape but not as a primary means of escape.

Staff Profile

Means one or more of the following:

- Staff Profile 1 no staff present.
- Staff Profile 2 at least one staff member present during part of any 24 hour period.
- Staff Profile 3 at least one staff member present during all of each 24 hour period, but staff may be asleep at night (also referred to as 'sleepover' staff).
- Staff Profile 4 at least one staff member present during all of each 24 hour period, staff awake during all shifts (also referred to as 'stand up' staffing).

Appendix 2: Commentary

The commentary below is provided for specific clauses in the body of this Guideline. The commentary is informative to provide explanation of specific requirements but the commentary must not be read to modify or change any of the requirements stipulated in the body of the originating text.

Clause 2.4.2.4

The Department is unable to effectively control portable appliances brought into a bedroom by a tenant. This requirement is included so that portable heating appliances are not included in the building design and are not to be provided to *clients* by the Department or agency.

Clause 2.4.5

Whilst not forming part of the Guidelines, it should be noted that other Acts and Regulations will apply. Where buildings are subject to the *Residential Tenancies (Rooming House Standards) Regulations 2012* they are required to comply with s20 of the Regulations.

Clause 2.4.6

Whilst not forming part of the Guidelines, it should be noted that other Acts and Regulations will apply. Where buildings are subject to the *Residential Tenancies (Rooming House Standards) Regulations 2012* they are required to comply with s19 of the Regulations.

[illegible]

