# Venue Management Plan

# Millers Point
# Community Facilities

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## 1. Introduction

The Millers Point Community Facilities are three community facilities located at 15A – 17 Argyle Street, Millers Point. The facilities sit on reserved Crown land managed by the City of Sydney as Crown land manager and governed under the Millers Point Precinct Plan of Management.

This facility plan of management (the Plan) is an operational plan that sits alongside the Precinct Plan.

Occupying approximately 1182 m2 of total space the Millers Point Community Facilities (the Facilities) have been dedicated for use for community purposes and public recreation since 1957.

At the entrance of the Millers Point Community Centre are Nita McCrae Park and the Millers Point Community Garden. This land is known as 17 Argyle Street, Millers Point, is owned by Transport for NSW (TfNSW) and managed by the City of Sydney.

An aerial photograph of the Facilities is shown below.

*Figure 1. Aerial Photography (Buildings 1, 2, 3), Building 1 – Harry Jensen Activity Centre, Building 2 – Abraham Mott Hall, Building 3 - Abraham Mott Community Space*

### 1.2 Purpose of the Plan of Management

This plan is written to ensure the safe and successful use of Millers Point Community spaces, with consideration for the surrounding community facilities, public domain and the residential area of Millers Point. This plan informs building users about

operations and safety in the spaces. The plan is required to ensure compliance with the Crown lands Millers Point Precinct Plan of Management.

### 1.3 Copies of Consents and Management Plans

A current copy of the development consent for the operation of the Facilities and the Management Plan must be kept on-site and made available to Police or Council Officers, or Special Investigator upon request. A complete copy of the consent will be appended to this management plan.

## 2. Building uses at the Millers Point Community Facilities

### 2.1 Overview

The land is zoned General Residential R1 and can be used as a community facility under the Sydney Local Environmental Plan (LEP) 2012. The LEP allows a building or place to be used for the physical, social, cultural or intellectual development or welfare of the community. It excludes educational establishments, hospitals, retail premises, places of public worship and residential accommodation.

All three spaces are available for a range of community activities. These may include but are not limited to provision of physical, social, cultural or intellectual development or welfare services or activities, meetings, classes, rehearsals, workshops, conferences, functions, community events, administrative, clerical, professional or similar activities.

Activities that promote these opportunities as stated in the Millers Point Precinct Crown Reserve Plan of Management may include:

- Café/Kiosk, including outdoor seating and tables
- Centre-based education and care
- Commercial activities ancillary to community, cultural and recreational use (e.g., physiotherapist, dietician, social enterprise)
- Community purposes (e.g., community meetings)
- Cultural purposes (e.g. dramatic productions, galleries, concerts, performances, exhibitions)
- Educational purposes (e.g., libraries, information centres, educational classed, workshops)
- Emergency occupation for prevention, preparedness, response and recovery
- Filming
- Health or social support services
- Outreach services
- Playgroups
- Recreation purposes (e.g., sports, fitness, leisure training and dance classes)
- Social events (e.g., community gatherings, functions, meetings)
- Storage hire (e.g., ancillary to use of community facility)

A Medical Centre is located on the east end of the Harry Jensen Community Centre and is managed under a commercial tenancy.

The Abraham Mott Hall has Place of Public Entertainment consent.

### 2.2 Vision

The Millers Point Community facilities are multi-use facilities that provide space for individuals and organisations to conduct a range of developmental, recreational, social and cultural activities that enhance the community's wellbeing.

### 2.3 Operating Hours

All spaces can be hired and used from 7am to midnight, Monday to Sunday, subject to hiring and lease/licence agreements.

### 2.4 Size and capacity

Capacity is shown in the table below.
Whole Building Area: 1,178m (excluding outside storage areas)

| **Room** | | **Size** | **Capacity** |
|---|---|---|---|
| **Abraham Mott Community Space** | | **385.64m$^2$ Building Area** | |
| Community Space | | 189m$^2$ | 100 pax |
| Room A | | 18m$^2$ | |
| Room B | | 43m$^2$ | |
| Foyer | | 14m$^2$ | |
| Store A | | 2m$^2$ | |
| Amenities | | 65 m$^2$ | |
| Office | | 10m$^2$ | |
| **Harry Jensen Community Centre** | | **395 m$^2$ Building Area** | |
| Hireable space | | 264 m$^2$ | 50 pax |
| Amenities 1 | | 42m$^2$ | |
| Amenities 2 | | 18m$^2$ | |
| Kitchen | | 52m$^2$ | |
| Office | | 25 m$^2$ | |
| **Abraham Mott Hall**<br>**401.08m$^2$ Building Area** | | | |
| Community Hall | | 227m$^2$ | 180 pax |
| Kitchen | | 10m$^2$ | |
| Entry | | 22m$^2$ | |
| Store 1 | | 21m$^2$ | |
| Store 2 | | 7m$^2$ | |
| Stage | | 21.6m$^2$ | |
| Amenities | | 31m$^2$ | |

## 3. Management of Millers Point Community Centre

Occupancy will be dependent on the type of operational model in place for each facility as outlined below. All users of the Millers Point Community Centre facilities will access the centre using an access code. Access provided will be dependent on the type of operational model in place for each facility and will be controlled by City of Sydney Security.

The operational model for each facility may include (but is not limited to):

- City of Sydney delivered services and programs subject to the policies and procedures of the City.
- Temporary use of facilities through venue hire administered by the City of Sydney through a hire agreement
- Services and programs delivered by a third-party provider under a lease or license agreement.
- Temporary use of facilities through venue hire administered by a third-party provider through a hire agreement, subject to a lease or license agreement.

The operational model for each building use, as well as specific activities to be undertaken, will be reviewed regularly in line with City strategies to ensure these community facilities continue to meet the City's strategic priorities and changing community needs while ensuring all operations comply with the Millers Point Precinct Plan of Management and this Venue Plan of Management.

## 4. Amenity of Neighbourhood and Noise

### 4.1 Policy

The City of Sydney is responsible to maintain positive relationships within the community and respect neighbouring residents. The City will monitor noise and respond to any complaints promptly on each occasion. The City will endeavour to ensure that the purpose and use of the Centre is aligned to the appropriate consent.

The City will take a proactive approach to engage with the residents and surrounding facilities. This will include regular communication and notifications with these stakeholders about activities occurring in the Centre and actively promote inclusive programming opportunities to engage the stakeholders with relevant Centre activities.

Positive stakeholder engagement will be monitored and managed alongside any complaints received. All feedback will be carefully considered when balancing the needs and interests of all.

### 4.2 Noise

Millers Point Community Centre is located among residences. Abraham Mott Community Space is particularly close and shares a boundary with private terrace residents on Kent Street. All spaces can be hired and used from 7 a.m. to midnight, Monday – Sunday, but there are specific clauses in the hire agreements and lease/licence to minimise disturbance to neighbours.

Regardless of the operating model, all tenants and hirers will be responsible for noise associated with the premises including that which is produced using musical instruments and the operation of mechanical plant and equipment (including sound equipment).

Hirers will be advised of additional conditions relating to noise at the time of making a Booking and must adhere to these requirements during each Booking Period, as set out in the Special Conditions of hire signed by every hirer.

Tenants will be advised of additional conditions relating to noise in their lease agreement.

### 4.3 Procedure

Tenants and Hirers will maintain a high level of security to protect the safety of all hirers, tenants, residential community and property. The City will address any issues as they arise.

Tenants and hirers will be obliged to:

- Manage noise so that it does not interfere with the adjacent hall, community centres or neighbouring residential properties.
- Ensure that the behaviour of patrons entering and leaving the premises does not detrimentally affect the amenity of the neighbourhood.
- Immediately comply with any request from the City to reduce sound levels.
- Signs must be placed in clearly visible positions within the building requesting patrons upon leaving the premises to do so quickly and quietly, having regard to maintaining the amenity of the area. The signage shall be in bold letters not less than 25mm in height on a contrasting background.
- Music sound levels must not cause annoyance to other occupants of the venue, building or centre of which the Venue forms part. Any breach of noise regulations may result in the City taking action under the Protection of the Environment Operations Act 1997 (NSW).
- All music is to cease at least 30 minutes prior to the end of the event period.
- Be responsible for the security of patrons when the building is open to the public.
- Maintaining unobstructed access to all exits at all times, to ensure people can safely leave the building during an emergency.
- If an event attracts a large crowd, queuing mechanisms and security personnel will be put in place to minimise disturbance to residents and inconvenience for patrons. The tenant will develop an event management policy and procedures manual to ensure events do not adversely affect neighbours.
- Providing a list of emergency telephone numbers clearly displayed within the venue
- Ensuring all staff members are aware of the fire safety requirements and follow procedures if there is a fire at the premises.
- Providing an after-hours contact to the City in case the security alarm is activated after hours (the City will provide the pin codes for the alarm system on request to individual users).

Tenants have the following obligations for the tenancy under Australian Standard 3745-2010 Planning for emergencies in facilities:

- Formation of an Emergency Planning Committee and Emergency Control Organisation;
- Development of emergency plans;
- Provision of evacuation diagrams (the current evacuation diagrams installed at the tenancy have recently been updated and are not required to be reviewed for five years, unless there are changes made to the property that impact emergency procedures);
- Provision of training and fire evacuations.

The City will be responsible for the emergency procedures and evacuation diagrams in common areas only.

## 5. Facilities Management

### 5.1 Cleaning and waste Removal

Hirers:

Regardless of the operating model in place for each facility, Hirers must leave all hired areas of the Facility secured as instructed by the City in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, wiping down all benches and sinks, and sweeping floors if required to return the venue to a clean condition. If the Hirer does not comply the Hirer will accept responsibility for, and pay the cost of, any additional cleaning of the Venue.

Tenants:

The tenant is responsible for cleaning and minor maintenance in accordance with the licence/lease agreement.

### 5.2 Behaviour of patrons and responsible service of Alcohol

Hirers:

(a) If liquor is to be sold, supplied or consumed at the Venue the Hirer must obtain the City's prior written consent to confirm the Booking.

(b) The Hirer may only sell or supply liquor at the Venue if the Hirer complies with and, if necessary, obtains the relevant approvals and liquor licence (Licence) required under the Liquor Act 2007 (Liquor Act). Copies of relevant approvals and the Licence must be provided to the City at least 14 days prior to the Event. No kegs or similar bulk containers are permitted, and liquor sales must cease 30 minutes prior to the end of the Event Period.

(c) A copy of the Licence must be prominently displayed at the Venue for the duration of the Event.

(d) No alcohol is to be consumed outside the Venue.

(e) The Hirer may display the compulsory signage required under the Liquor Act but must not promote alcohol or tobacco products at the Venue.

(f) The sale or supply to and or consumption of alcohol by minors at the Venue is prohibited and will result in Police action.

Tenants:

With appropriate approvals, alcohol may be served on the premises in conjunction with events related to cultural and community activity; however, alcohol will not be sold under any circumstances or consumed on the premises on a daily basis.

Responsible serving of alcohol is vital for legal, health and community reasons. The City will uphold all regulations and recommendations in serving alcohol.

### 5.3 Food Use & Safety

With appropriate approvals, food may be served on the premises in conjunction with related to cultural and community activity. Responsible food service is vital for legal, health and community reasons. The City will uphold all regulations and recommendations in serving food as outlined in the Food Act 2003 and Food Standards Code.

Where a hirer is self catering, the hirer must be aware of and comply with the health guidelines for the safe preparation, handling and serving of food at functions.

Any third party caterer organised by a hirer must hold appropriate public liability insurance and show evidence of this. Third party caterers or other commercial providers of food must also be registered and follow NSW Health and NSW Food Authority requirements.

### 5.4 Complaints Procedure

The City's aim is to allow the buildings to function without causing disturbance to neighbours. The City of Sydney will respond to complaints to reduce any adverse impact on the community.

Any complaints should be raised with the City following the City of Sydney Complaints procedure https://www.cityofsydney.nsw.gov.au/report-issue/make-complaint-or-provide-feedback

The tenant will have a formal process for resolving disputes. This will include:

- Drawing up a dispute resolution policy (including for dealing with complaints from neighbours) that will apply to organisations and individuals hiring areas within the Community Space.
- Having a register for complaints made by the NSW Police, Council, surrounding business owners and residents.
- Addressing reasonable complaints without involving Council or the NSW Police.
- Providing a contact phone number for lodging complaints during operating hours and encouraging people to use that number to lodge complaints.

For hirers of the facilities, any dispute arising between the Hirer and the City will first be referred to the City's representative noted on the Booking Confirmation. If the dispute is not resolved within 10 business days then the dispute will be referred to the Chief Executive Officer whose decision on the matter will be final and conclusive

### 5.5 Security

All facilities are protected by a security system, which is also used to help manage access to areas. The system comprises a building intruder alarm system, with electronic access control on the main building entrance. Internal doors have mechanical locks released by an internal keypad via use of an access code.

Access instructions for Hirers, including details of alarm codes, will be sent to the Hirer prior to each start date, provided that all fees associated with the booking have been paid in full and required documents provided.

The City's Security Team monitors the intruder alarm and CCTV on-site at Town Hall. City of Sydney 24 hour Security is available for advice at any time on 02 9265 9178.

Tenants of Abraham Mott Community Space and the Harry Jensen Community Centre are provided access codes as part of their tenancy agreement.

### 5.6 Safety

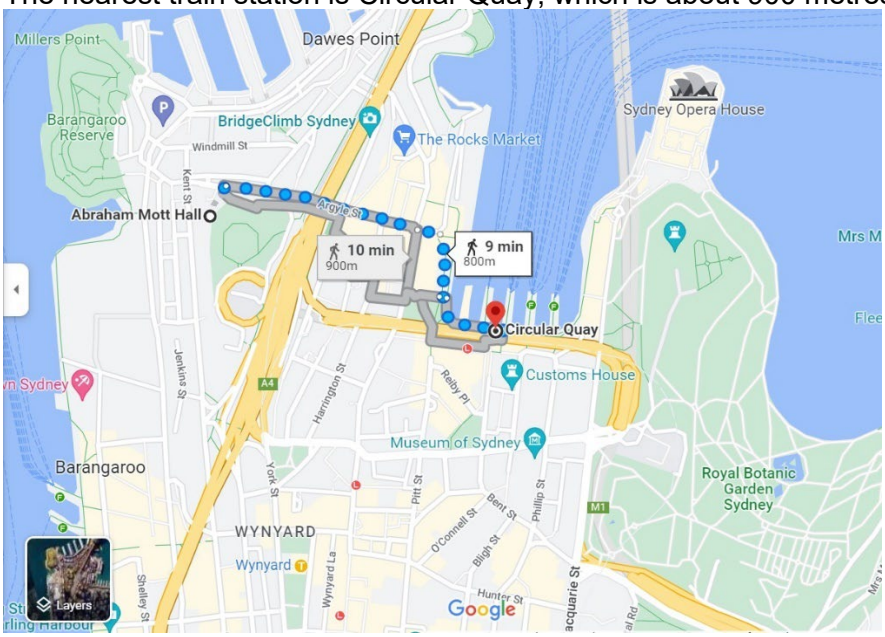
It is the responsibility of hirers to comply with its obligations under the Work, Health and Safety Act 2011. Hirers will ensure that all PPE relevant to the activities associated with the Facilities are supplied and worn.

### 5.7 Parking

Timed on-street paid parking is available on Argyle Street and is subject to parking restrictions. No dedicated on-site accessible parking or close on-street mobility parking. There is 1 mobility parking space at 84 Kent Street, Millers Point (approx. 300m from venue).

## 5.8 Public Transport

The Argyle Street bus stop is approximately 100 metres from the entrance.
Bus route 311 (Railway Square via Elizabeth Bay) stops at Argyle Street.
The City's free Village to Village shuttle bus runs from Broadway to Haymarket via Millers Point.
The nearest train station is Circular Quay, which is about 900 metres away.




## 5.9 Accessibility

The ground level building is accessible. Wheelchair access to Harry Jensen Community Centre and Abraham Mott Hall is via a ramp at the front of the building (off Watsons Road). Entry doors to all facilities are manually operated. Level access to the Abraham Mott Community Space is via a manually operated gate.

## 5.8 Building Maintenance

The City of Sydney and the tenant will maintain the Facilities. Any faults or damages must be reported immediately to the City of Sydney Customer Service Unit on (02) 9265 9333.

The City of Sydney will be responsible for:

- Cleaning and maintaining the common areas and exterior of the building.
- Maintaining essential services including emergency lighting and fire services.
- Maintaining park areas.
- Planned and reactive maintenance under the terms of the agreement.
- Managing all soft and hard services.

## 6. Site and floor plans

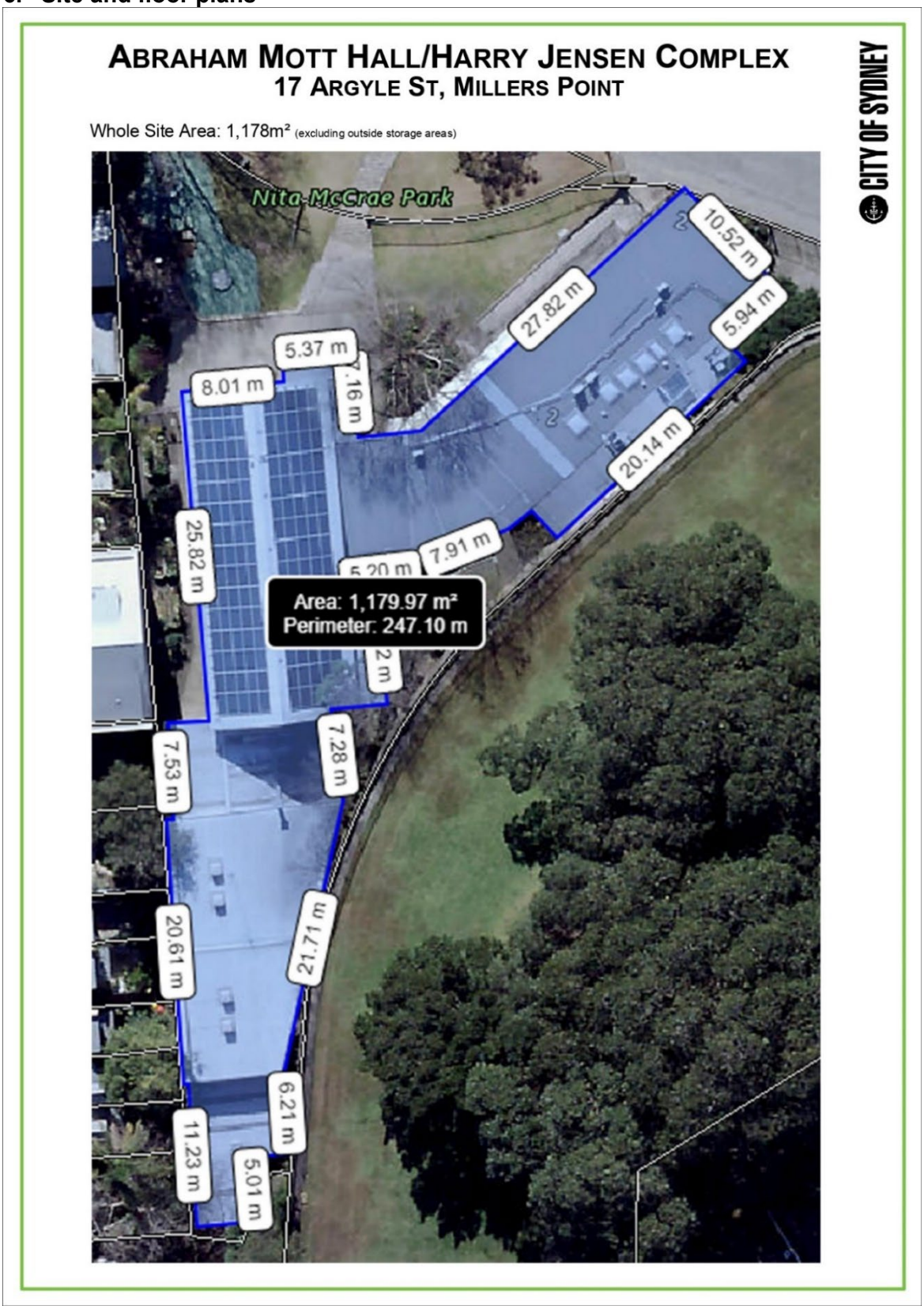



*Figure 3. Harry Jensen Community Centre area plan and aerial photograph.*

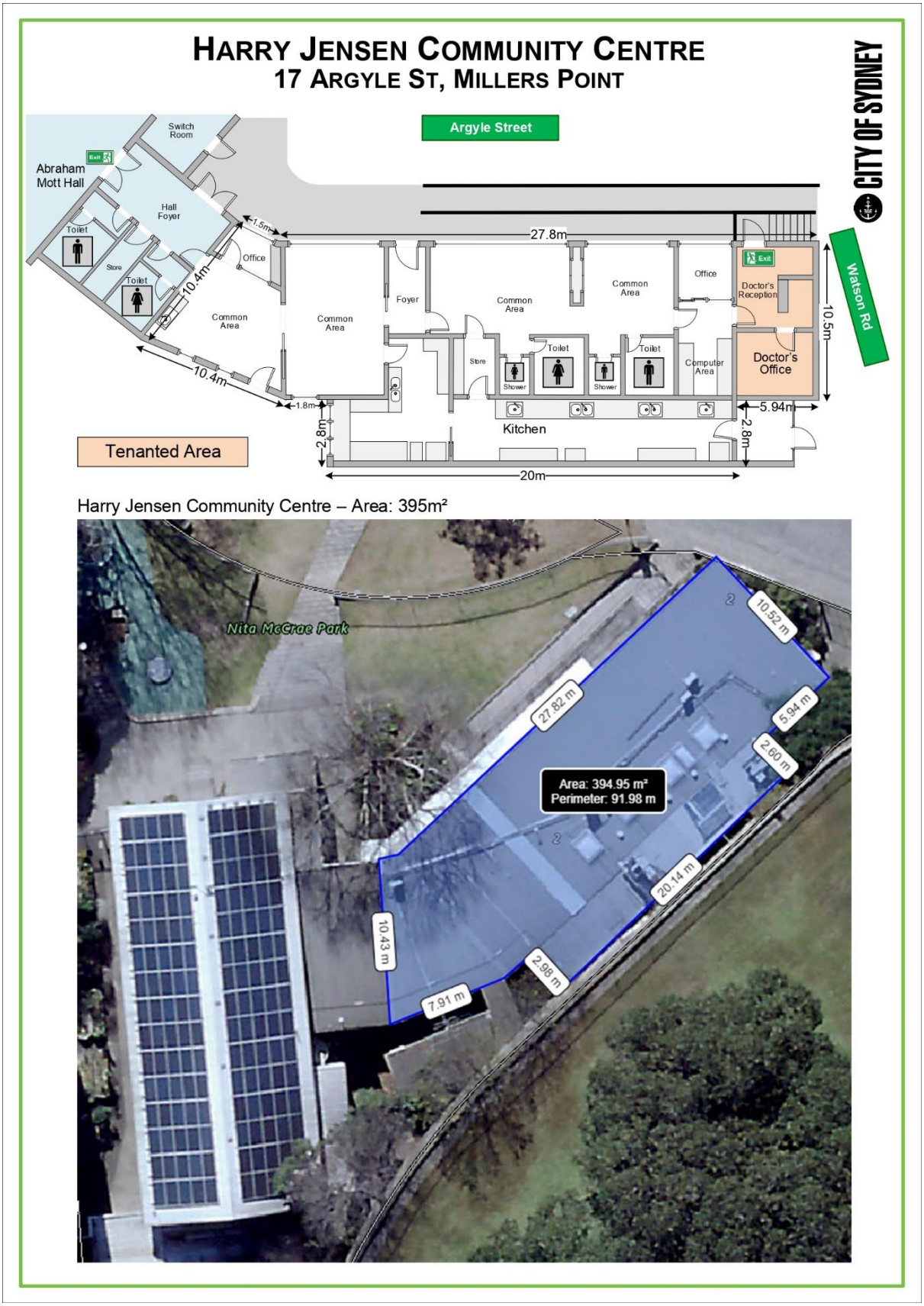



*Figure 4. Abraham Mott Hall area plan and aerial photograph.*

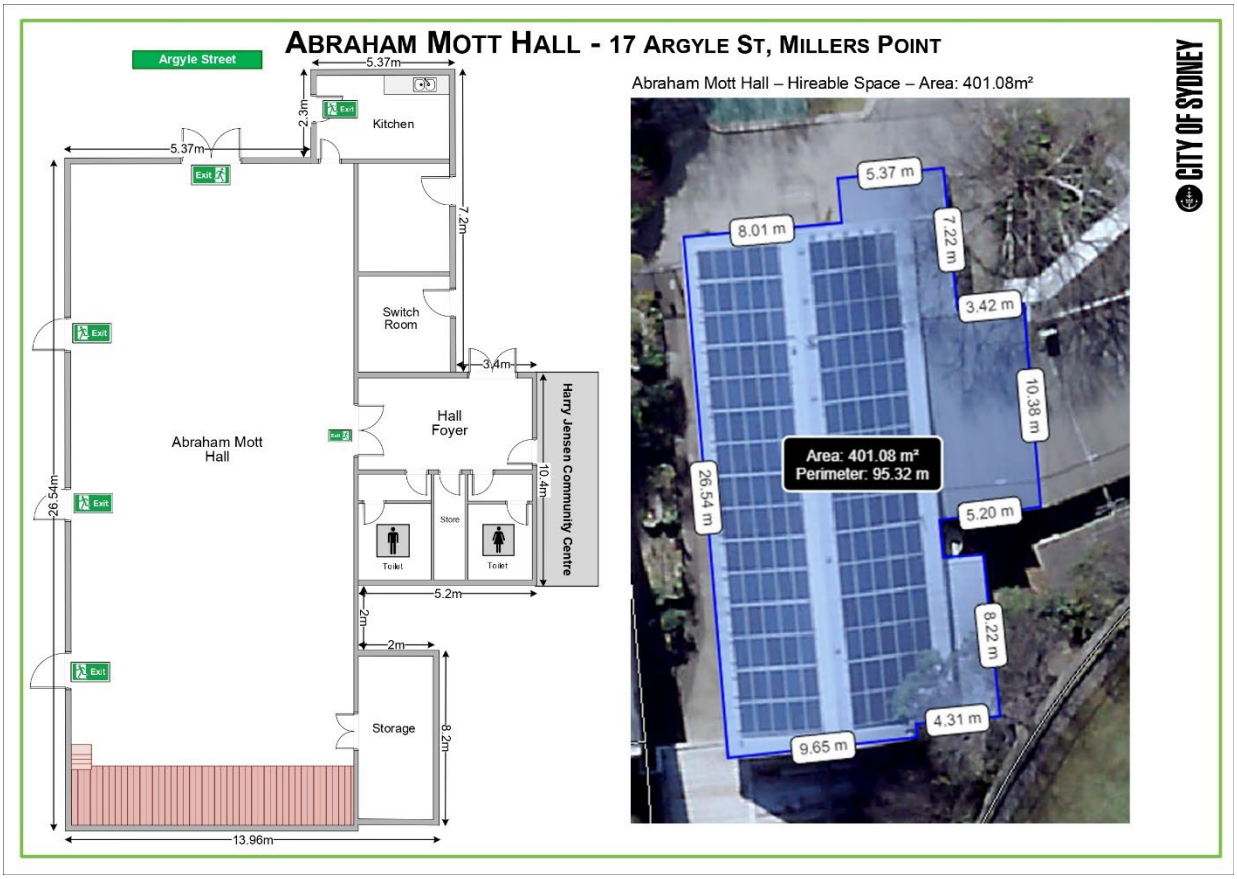
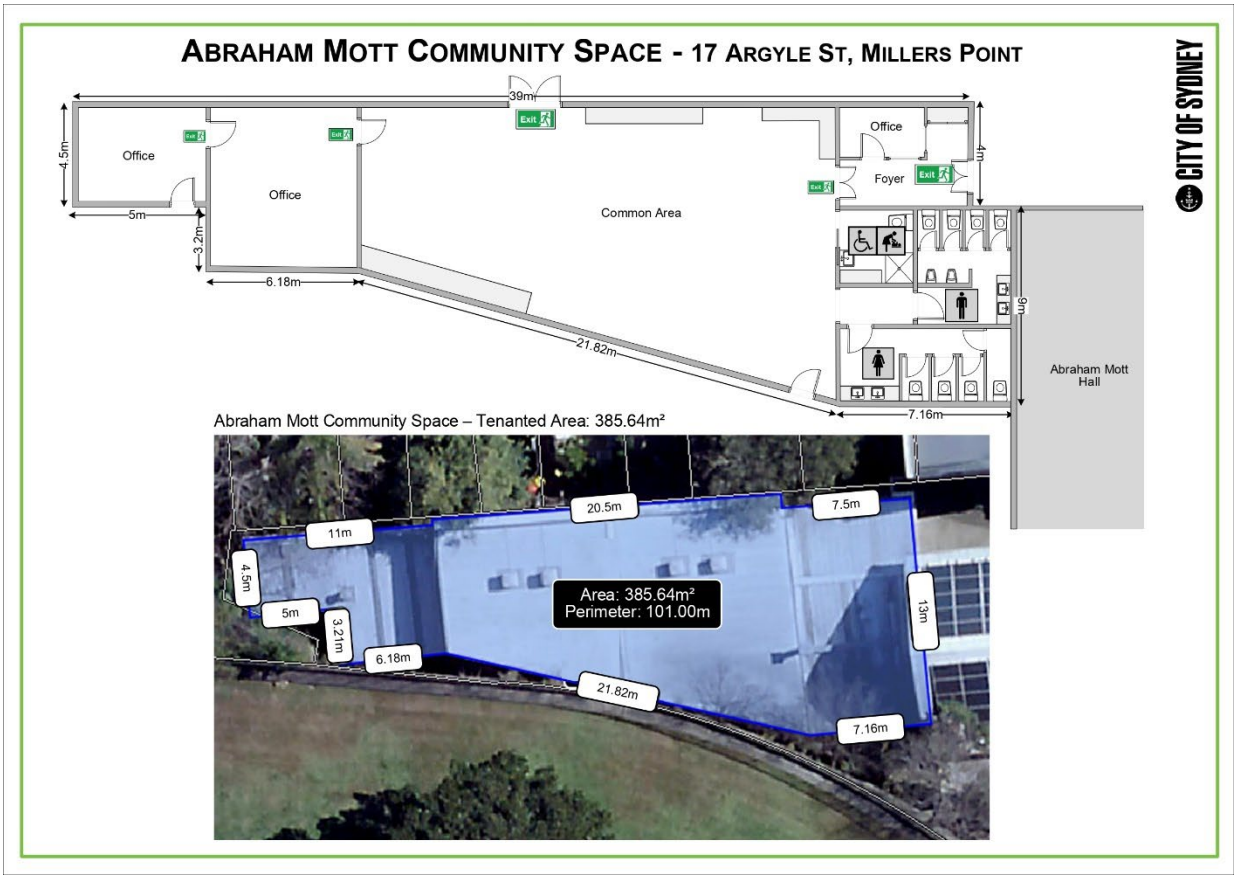



*Figure 5. Abraham Mott Community Space area plan and aerial photograph.*




## 7. Emergency Evacuation Plan & Appendix

Please see appendix

Millers Point Community Centre 2022 Annual Fire Safety Statement is provided and maintained by the City of Sydney

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000

NSW GOVERNMENT

Please note:
**Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.**

## Section 1: Type of statement

This is (mark applicable box): ☒ an annual fire safety statement (complete the declaration at Section 8 of this form)
☐ a supplementary fire safety statement (complete the declaration at Section 9 of this form)

## Section 2: Description of the building or part of the building

This statement applies to: ☒ the whole building ☐ part of the building

Address
2 Watson Road, Millers Point, NSW, 2000

| Lot No. (if known) | DP/SP (if known) | Building name (if applicable) |
|---|---|---|
| | | Abraham Mott Hall, Abraham Mott Youth Centre & Harry Jensen Centre |

Provide a brief description of the building or part (building use, number of storeys, construction type etc)
Storeys above: 1
Storeys below: 0
Building use: Community Centre, hall and gym

## Section 3: Name and address of the owner(s) of the building or part of the building

Name
C/O CITY OF SYDNEY COUNCIL

Address
GPO BOX 1591, SYDNEY, 2001

## Section 4: Fire safety measures

| Fire safety measure | Minimum standard of performance | Date(s) assessed | APFS * |
|---|---|---|---|
| Automatic fire detection & alarm system (hall) | AS1670.1 (upgraded 2018, see B/2018/238) | 25/02/2022 | F052173A |
| Emergency Lighting | BCA E4.2 & E4.4 & AS2293.1 | 25/02/2022 | F052173A |
| Exit Signs | BCA E4.5 & AS/NZS 2293.1 | 25/02/2022 | F052173A |
| Fire Blankets | AS2444 | 25/02/2022 | F052173A |
| Hose Reel Systems (gym) | BCA E1.4 & AS2441-1990 | 25/02/2022 | F052173A |
| Occupant Warning System (hall) | AS1670.3 (installed 2008) | 25/02/2022 | F052173A |
| Portable Fire Extinguishers | AS2444 | 25/02/2022 | F052173A |

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

## Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

| Part of the building inspected | Date(s) inspected | APFS * |
|---|---|---|
| The Whole Building | 25/02/2022 | F052173A |

# Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000

NSW GOVERNMENT

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

## Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

| Full name | Phone | Email | Accreditation No.* | Signature |
|---|---|---|---|---|
| NISHANT SIYANI | 1300 725 797 | nishant.siyani@tesg.com.au | F052173A | |

* Where applicable – see notes on page 4 for further information.

## Section 7: Name and contact details of the person issuing this statement #

Full name
KIM WOODBURY

| Organisation (if applicable) | Title/Position (if applicable) |
|---|---|
| CITY OF SYDNEY | CHIEF OPERATING OFFICER |

| Phone | Email |
|---|---|
| 02 9265 9333 | COUNCIL@CITYOFSYDNEY.NSW.GOV.AU |

# The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

## Section 8: Annual fire safety statement declaration

I, KIM WOODBURY (insert full name) being the: ☒ owner ☐ owner's agent

declare that:

a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:

   i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or

   ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

| Owner/Agent Signature | Date issued |
|---|---|
| | 1 May 2022 |

## Section 9: Supplementary fire safety statement declaration

I, Click here (insert full name) being the: ☐ owner ☐ owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

| Owner/Agent Signature | Date issued |
|---|---|
| | |

**Note:**

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

# Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form

NSW GOVERNMENT

**Please note:**

**The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.**

## General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

## Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 178 of the Regulation and relates to each critical fire safety measure that applies to the building.

## Section 2: Description of the building or part of the building

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

## Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

## Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

### Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

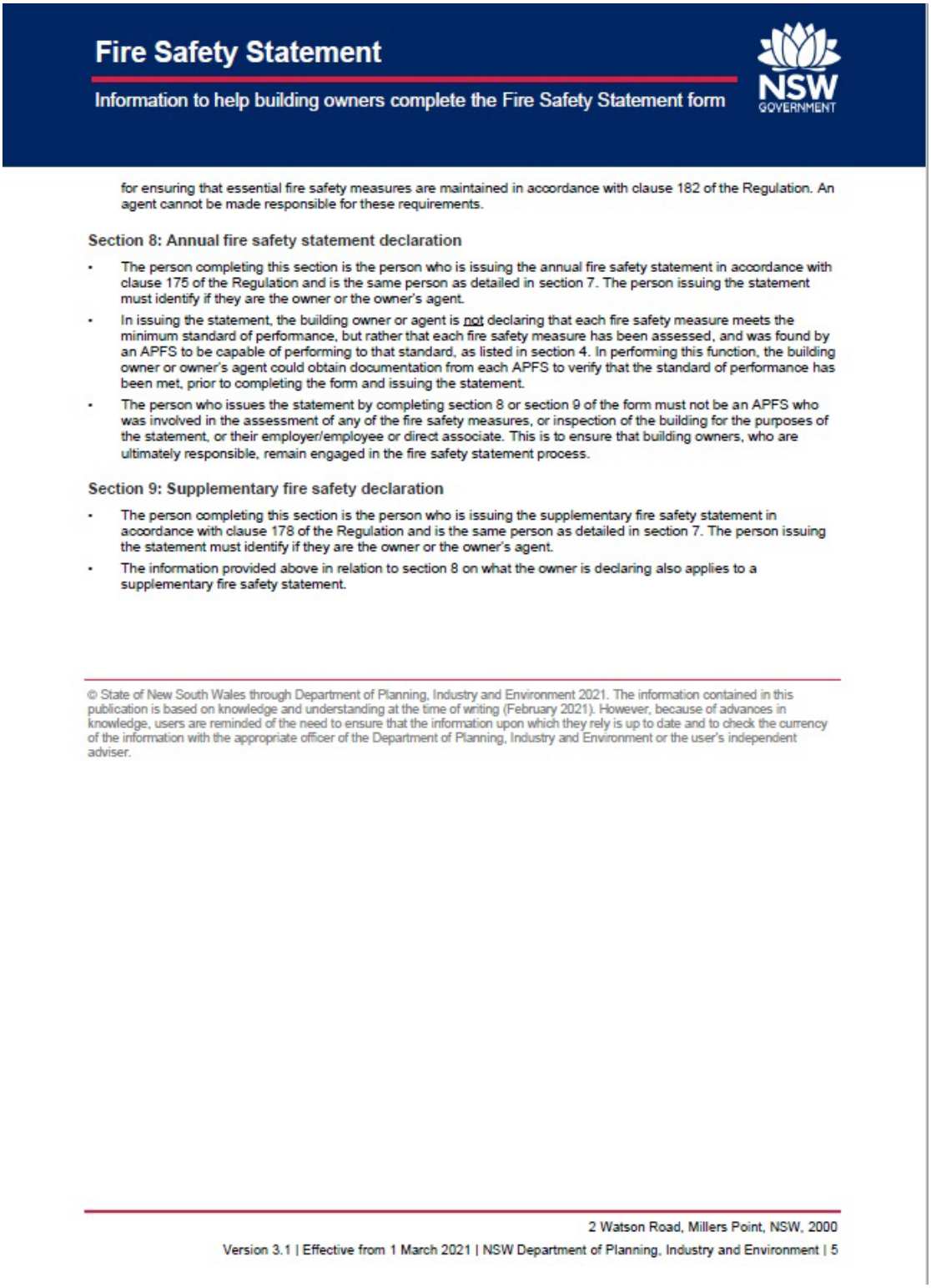
- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

### Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

### Section 7: Name and contact details of the person issuing the statement

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.
- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible



# Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form

NSW GOVERNMENT

for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

### Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

### Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

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*Figure 6. Abraham Mott Community Space Evacuation Plans.*

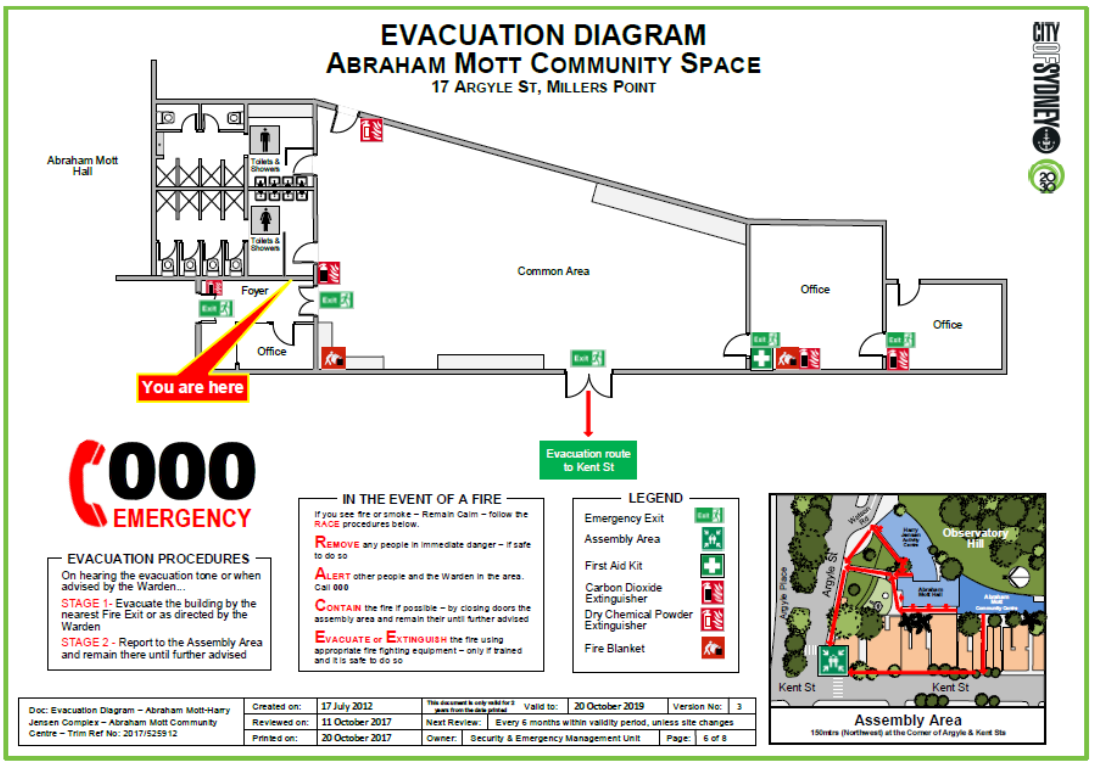



*Figure 7. Harry Jensen Evacuation Plans.*

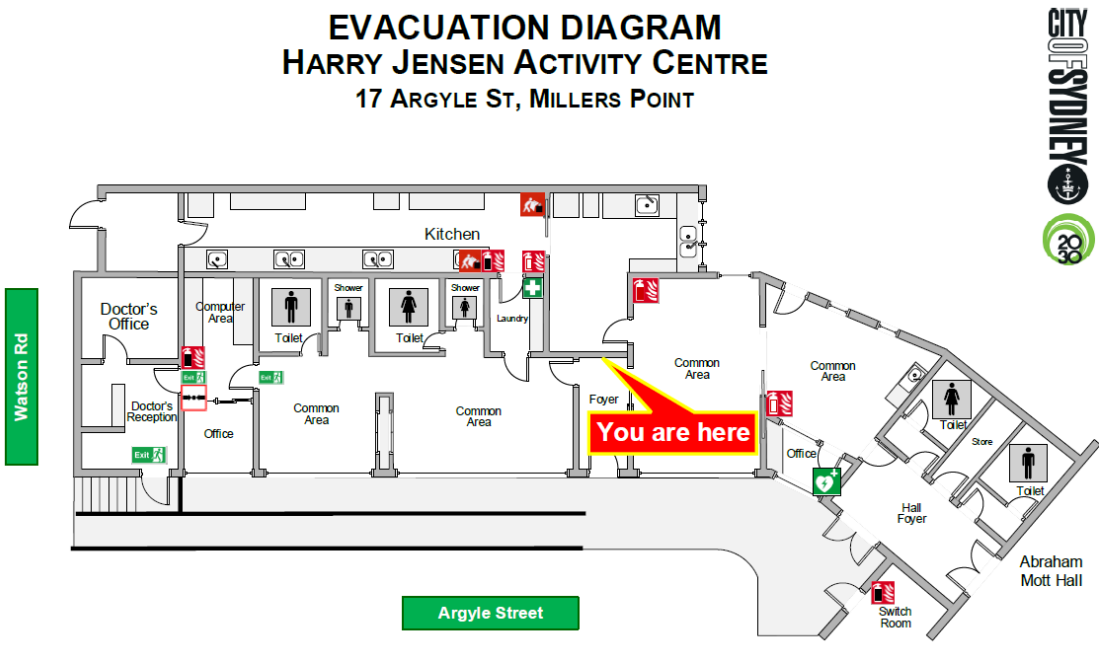



*Figure 8. Abraham Mott Hall Evacuation Plans*

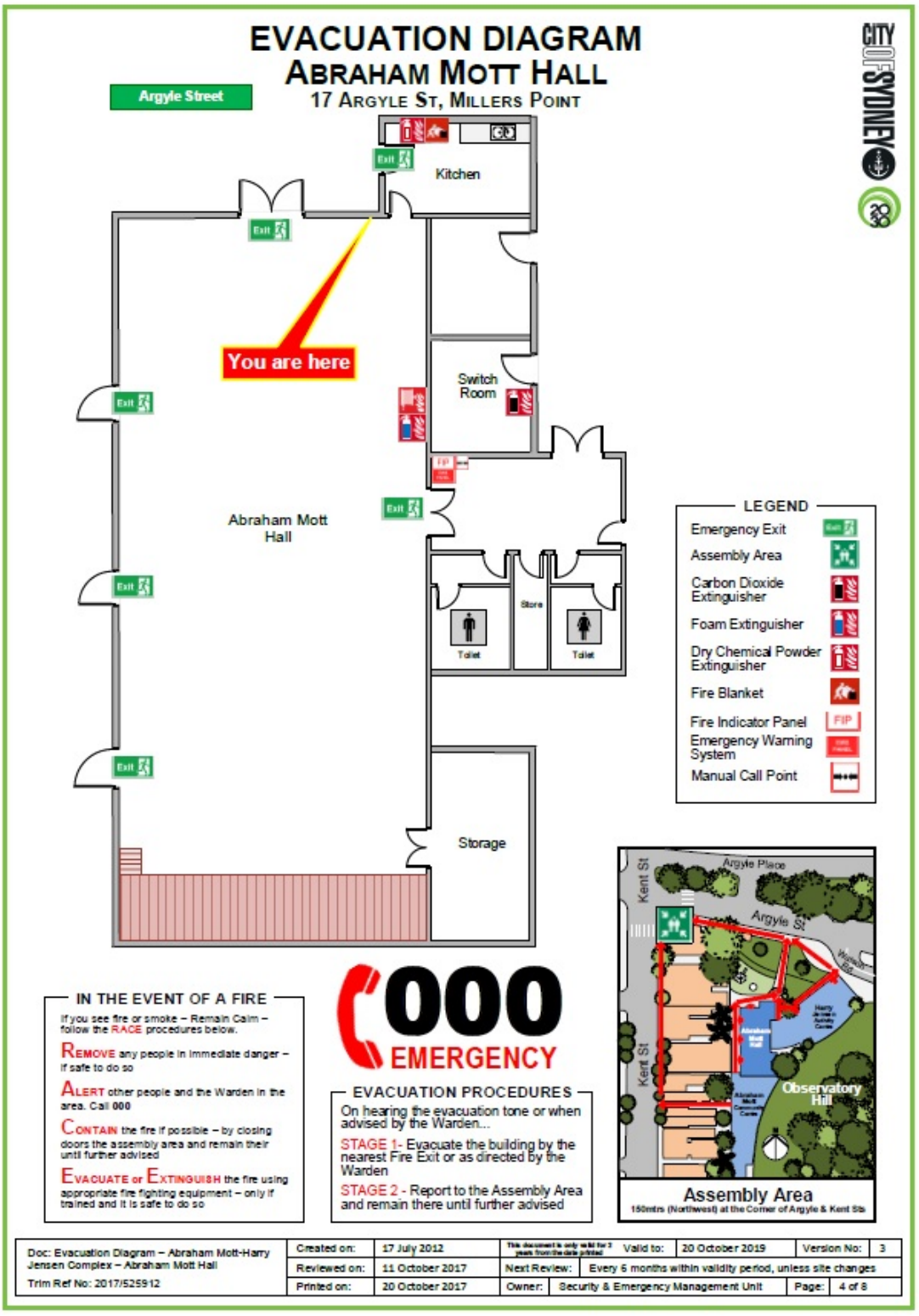
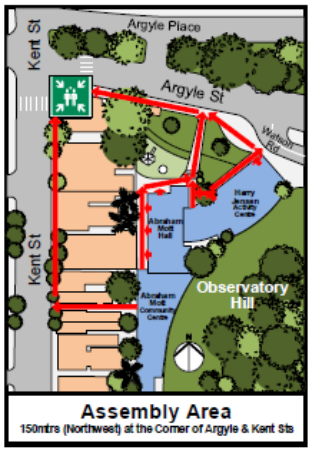
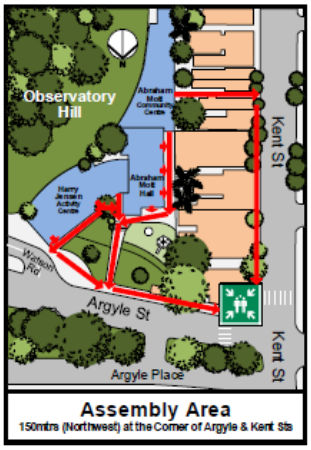
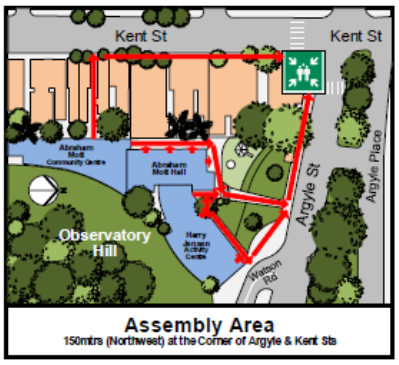
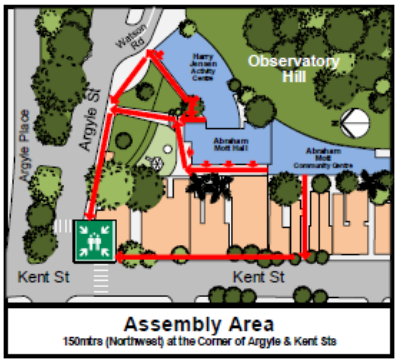



*Figure 9. Millers Point Community Centre Site Evacuation Assembly Areas.*


Argyle Place
Kent St
Argyle St
Watson Rd
Kent St
Observatory Hill
Assembly Area
150mtrs (Northwest) at the Corner of Argyle & Kent Sts


Observatory Hill
Kent St
Watson Rd
Argyle St
Kent St
Argyle Place
Assembly Area
150mtrs (Northwest) at the Corner of Argyle & Kent Sts


Kent St
Kent St
Observatory Hill
Argyle St
Argyle Place
Watson Rd
Assembly Area
150mtrs (Northwest) at the Corner of Argyle & Kent Sts


Watson Rd
Observatory Hill
Argyle Place
Argyle St
Kent St
Kent St
Assembly Area
150mtrs (Northwest) at the Corner of Argyle & Kent Sts