

**Building Act 1993  
Building Regulations 2018**

**ANNUAL ESSENTIAL SAFETY MEASURES REPORT<sup>1</sup>  
Regulations 223 and 224**

Building/s or part of building or place [list name and address of buildings/parts/place below]	Description of use of the building, part of building or place	Classification under the National Construction Code (Note: the classification is set out in the occupancy permit for the building)]	Details of occupancy permit or maintenance determination issued for building/part/place to which the report relates. (Insert date and/or number)
High Country Ski Club	Residential	3	OP 1985/14230

**PART A – Details of inspections of essential safety measures  
Compliance with AS 1851-2012 in lieu of the Specified Maintenance Standard (optional)<sup>2</sup>**

Where the relevant occupancy permit or maintenance determination requires maintenance of an essential safety measure in accordance with ‘AS 1851—2005 Maintenance of Fire Protection Systems and Equipment’ or an equivalent standard published before 5 September 2005, regulations 196 and 217 provide that the owner may maintain that essential safety measure in accordance with AS 1851—2012. Where the owner has chosen to maintain an essential safety measure in accordance with AS1851—2012, this is indicated in the table below.

**Note:** An owner is advised to seek advice before deciding to maintain in accordance with AS 1851—2012 (as allowed under regulations 196 and 217) if an earlier maintenance standard or unique methodology specified, forms part of a performance solution (or alternative solution) relating to a fire performance requirement as defined in regulation 5 of the Building Regulations 2018.

Essential Safety Measure required to be maintained in accordance with AS1851—2005 or equivalent standard published before 5 September 2005	Relevant Occupancy Permit or Maintenance Determination where reference in column 1 is made	Where relevant, the owner has decided to substitute AS1851-2012 and has and will continue to maintain the essential safety measure in accordance with AS1851—2012 - (insert Yes in relevant rows)
Exit Signs	OP 1985/14230	Yes
Emergency Lighting	“	Yes
Smoke and heat alarm system	“	Yes
Fire Hose Reels	“	Yes
Fire Extinguishers	“	Yes
Exit Doors	“	Yes
Paths of travel to an exit	“	Yes

<b>Building elements required to satisfy prescribed fire resistance levels</b>	“	Yes
<b>Materials and assemblies required to satisfy fire hazard properties (ie floor coverings)</b>	“	Yes
<b>Penetrations in fire rated structures</b>	“	Yes
<b>Solid core doors and self-closing mechanisms</b>	“	Yes
<b>Fire orders</b>	“	Yes

#### Maintenance personnel details

The following personnel carried out maintenance on the essential safety measures in this building during the preceding 12 months:

Name of person who performed maintenance	Company who performed maintenance	ESMs inspected/tested/ maintained
	Mount Hotham Electrical	Exit Signs
	Mount Hotham Electrical	Emergency Lighting
	Mount Hotham Electrical	Smoke and heat alarm system
	Chubb Fire Services	Fire Hose Reels
	Chubb Fire Services	Fire Extinguishers
High Country Ski Club		Exit Doors
High Country Ski Club		Paths of travel to an exit
High Country Ski Club		Building elements required to satisfy prescribed fire resistance levels
High Country Ski Club		Materials and assemblies required to satisfy fire hazard properties (ie floor coverings)
High Country Ski Club		Penetrations in fire rated structures
High Country Ski Club		Solid core doors and self-closing mechanisms
High Country Ski Club		Fire orders

#### PART B – Inspection report made under section 227E of the Building Act 1993<sup>3</sup>

Note: If there have been no inspections under s227E insert N/A into table

Date of inspection	Details of inspection (Note: insert who conducted inspection, any safety issues or non-compliances raised by the report and any actions required and/or taken by the owner in response to the report, including dates on which actions were taken)
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N/A	N/A
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**PART C – Statement by owner**

I understand that as an owner of a building in respect of which an essential safety measure is required, regulation 223 requires me to ensure that this annual essential safety measures report is prepared within 28 days before each anniversary of the date of issue of the first occupancy permit or maintenance determination issued for the building, or if there is no occupancy permit or maintenance determination, **within 28 days before 13 June each year.**

I understand that it is a condition of an occupancy permit and maintenance determination that the essential safety measure listed in the occupancy permit must be maintained as specified in the permit or determination and that the owner of a building must comply with a condition of an occupancy permit or maintenance determination.

I understand that as an owner of a building in respect of which an essential safety measure has been required, regulation 226 requires me to ensure that all essential safety measures are maintained in a state which enables the essential safety measure to fulfil its purpose.

I understand that as an owner of a building in respect of which an essential safety measure has been required, regulation 227 requires me to ensure that essential safety measures are not removed from an approved location except for the purpose of inspection, testing of, or the carrying out of maintenance on, that essential safety measure.

I confirm that as the owner of the building to which this report applies, I have taken all reasonable steps to ensure that each essential safety measure—

- (i) is operating and has been maintained in a state that enables the essential safety measure to fulfil its purpose; and
- (ii) has been inspected, tested and maintained in accordance with the *Building Act 1993* and the *Building Regulations 2018*.

**Signature of owner/agent of owner<sup>4</sup>**

Signed: .....

Date: .....

Print Name: .....

Owners name: .....

*(If completing this report as agent of an owner, state full name of owner)*

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**NOTES**

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1. The owner must ensure that this annual essential safety measures report and the following documents relating to the building or place are available for inspection within 24 hours after request by the municipal building surveyor or chief officer to inspect the documents—
  - (a) all annual essential safety measures reports prepared under these regulations or any previous corresponding regulations within 10 years before the request; and
  - (b) all maintenance schedules in relation to the essential safety measures in the building or place; and
  - (c) all maintenance determinations requiring an essential safety measure to be provided in the building or place; and
  - (d) the records of all inspections, testing and maintenance (including repairs) of any essential safety measure in the building or place.

The penalty for non-compliance is a maximum of 20 penalty units.

2. Where the owner has decided to substitute AS 1851—2012 under regulation 196 or 217, the owner must continue to maintain that essential safety measure in accordance with AS 1851—2012.
3. Section 227E of the *Building Act 1993* provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
4. Under section 240 and 248(1) of the *Building Act 1993* an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of 'agency' apply. Where an agent has completed this report on behalf of an owner, the agent should clearly state their full name, the owners full name and that they are acting as an agent of the owner.

