

SCHEDULE OF WORKS – SAMPLE ONLY

NAME OF CARAVAN PARK – CHANGE

Date

1. Requirement for Schedule of Works

The Schedule of Works (SoW) is a written agreement entered into between a caravan park owner and the local council, as per Regulation 7 of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*.

This SoW has been written in conjunction with the most recent CFA Fire Safety Report for the caravan park, dated (Change) and the *CFA Caravan Park Fire Safety Guidelines 2024*. The works must be completed in the allotted timeframes to ensure you meet your statutory requirements and to allow for the continued registration of the caravan park.

2. Plans approvals and Alternative Solution applications.

Prior to the commencement of works, plans are to be submitted to the CFA for review and endorsement. This is to ensure that any works undertaken will comply with the relevant performance measure.

Alternative solution proposals are to follow the CFA Caravan Park Fire Safety Guidelines and be presented to both the CFA and Council for review of the report and for endorsement of the plans.

3. Documented Evidence of Maintenance Requirement

Documented evidence of maintenance for all the Performance Measures in the *CFA Caravan Park Fire Safety Guidelines 2024* must be recorded on an ongoing basis and include the following information.

- Record Reference
- Name and address of Caravan Park
- Date of maintenance/inspection
- Frequency of maintenance activity undertaken
- Defects identified
- Name of property owner or the agent
- Name and signature of service person
- Date the record was completed

NB. Please note these records will need to be sighted at all future inspections.

4. Schedule

All works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the *CFA Caravan Park Fire Safety Guidelines 2024*. You should refer to the guidelines for further information on the works required to achieve the relevant performance measures.

Council sets out the timeline for the completion of works in order for the caravan park to achieve compliance and continued registration, technical advice is to be sourced from the CFA or other suitably qualified persons. The CFA will determine if the works undertaken meet the performance measures as per the guidelines.

Schedule:

Works to be undertaken	Completion Date
<p>Plans for fire hose reels and Hydrants or static water supply approved by CFA</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Firefighter access – Performance Measure 1</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Fire vehicle access – Performance Measure 2</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Fire separation – Performance Measure 3</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Fire equipment – Performance Measure 4</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Fire authority equipment – Performance measure 5</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>LP Gas – Performance Measure 6</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Electrical Safety – Performance Measure 7</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Flammable Liquids – Performance Measure 8</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Emergency Management Plan – Performance Measure 9</p> <p>Works listed are taken from the most recent Fire Safety Report where the caravan park did not meet the performance measure as per the <i>CFA Caravan Park Fire Safety Guidelines 2024</i>.</p>	
<p>Other requirements</p> <p>Any other works listed in relation to outstanding obligations as per the Residential Tenancies Act 1997 and <i>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024</i>.</p>	
<p>CFA caravan park fire safety inspection</p> <p>Submission of a CFA caravan park fire safety inspection to Council which demonstrates compliance. To apply for an inspection, visit the CFA website here: https://www.cfa.vic.gov.au/plan-prepare/caravan-park-fire-safety</p>	

Please be advised that works must be carried out in accordance with the relevant Australian Standard (where required) and a copy of a Certificate of Compliance must be provided to Council where applicable and checked against performance measure by the CFA before an item can be considered completed.

A Schedule of Works will apply to your registration until a CFA Safety Report is presented which confirms performance measures have been achieved.

Approved By:

Council Name Signature Date

Owner Name Signature Date