

# **Attachment E**

**Inspection report  
31 Charles Street, Forest Lodge**



**Figure 1:** 31 Charles Street, Forest Lodge, viewed from the south-west



**Figure 2:** Location map of 31 Charles Street, Forest Lodge

## **Council Investigation Officer Inspection and Recommendation Report; Clause 17(2) Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979 (the Act)**

**Officer:** Andrew Porter

**Date:** 29 June 2026

**Premises:** 31 Charles Street, Forest Lodge

### **Executive summary**

1. The City received correspondence from the Commissioner of Fire and Rescue NSW (FRNSW) in relation to the subject premises dated 18 June 2026 with respect to matters of fire safety.
2. The premises consists of a 3 storey building used for residential accommodation.
3. The City inspected the premises on 25 June 2026. This inspection found that fire safety was adequately provided.

### **Chronology**

| <b>Date</b>      | <b>Event</b>                                                                                                                                                                                            |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 February 2026 | The City received a complaint regarding noise from the building's fire alarm system.                                                                                                                    |
| 26 February 2026 | The City inspected the premises and found a fault was occurring with the building fire alarm system and issued a corrective action letter to the building owners to resolve the issues with the system. |
| 30 March 2026    | The City inspected the premises and found the corrective action requirements to have been completed and the issue with the building fire alarm system had been addressed.                               |
| 17 June 2026     | FRNSW correspondence received.                                                                                                                                                                          |
| 25 June 2026     | The City inspected the premises and found no further issues.                                                                                                                                            |

### **Fire and Rescue NSW report**

4. Fire and Rescue NSW conducted an inspection of the subject premises on 23 March 2026, and a reinspection was undertaken on 9 April 2026.

## Issues

5. The report from Fire and Rescue NSW detailed issues as shown in the table below.

| Ref.     | Issue                                                                                          | City response                                                                                                                                                 |
|----------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Automatic Fire Detection and Alarm System</b>                                               |                                                                                                                                                               |
| 1A.      | The fire indicator panel was switched off and without power supply and the system was offline. | The City's inspection on 25 June 2026 found the automatic fire detection and alarm system operational and without fault or isolation, addressing this matter. |

6. FRNSW have made no direct recommendation within their report other than legislative notification and advised that it is at the City's discretion to inspect and address any other deficiencies identified on the premises.

## Council investigation officer recommendations

7. As a result of site inspections undertaken by the Council investigation officer it is recommended Council not exercise its powers to give a fire safety order at this time.
8. It is recommended that the Commissioner of FRNSW be informed of the City's decision.

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File Ref. No: FRN26/859 - BFS26/1421 - 7000000410  
TRIM Ref. No: D26/91561  
Contact: Mark Knowles

17 June 2026

General Manager  
City of Sydney  
GPO Box 1591  
SYDNEY NSW 2001

Email: [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

Attention: Manager Compliance / Fire Safety

Dear Sir / Madam

**Re: INSPECTION REPORT  
'GLEBE COURT'  
31 CHARLES STREET, FOREST LODGE (hereafter "the premises")**

Fire and Rescue NSW (FRNSW) received correspondence concerning the adequacy of the provision for fire safety in or in connection with the premises.

Pursuant to Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), Authorised Fire Officers from the Fire Safety Compliance Unit of FRNSW inspected the premises on 23 March 2026.

On behalf of the Commissioner of FRNSW, the comments in this report are provided under Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act.

## COMMENTS

The following items were identified in relation to the provisions for fire safety:

### Regulatory Requirements

#### Fire Safety – Essential Fire Safety Measures

It was apparent that there were 'Essential Fire Safety Measures' installed at 'the premises' which were not being maintained and were not capable of operating

|                              |                    |                                                              |
|------------------------------|--------------------|--------------------------------------------------------------|
| Fire and Rescue NSW          | ABN 12 593 473 110 | <a href="http://www.fire.nsw.gov.au">www.fire.nsw.gov.au</a> |
| Community Safety Directorate | 1 Amarina Ave      | T (02) 9742 7434                                             |
| Fire Safety Compliance Unit  | Greenacre NSW 2190 | F (02) 9742 7483                                             |

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to the standard not less than specified in the fire safety schedule or to a standard no less than that to which the measure was originally designed and implemented, contrary to the requirements of Section 81 of Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 (EPAR21). The following as observed at the time of the inspection:

1. Automatic Fire Detection and Alarm System:

- A. The Fire Indicator Panel (FIP) was switched off and without power supply and the system was offline.

Discussions with the Strata Manager following the inspection revealed the FIP was due to be replaced on 24<sup>th</sup> March 2026.

FRNSW received email correspondence from the Strata Manager on 26<sup>th</sup> March 2026, advising that *'the works were completed and the fire panel is all back online.'*

**RE-INSPECTION**

A re-inspection of 'the premises' on 9 April 2026 was conducted by Authorised Fire Officers from the Fire Safety Compliance Unit of FRNSW.

At the time of the re-inspection, the Automatic Fire Detection System was back online and the FIP was not displaying any faults or isolations associated with the system.

Notwithstanding this, it would be at Council's discretion as the appropriate regulatory authority, to determine whether further investigation is required in this instance.

Please do not hesitate to contact Mark Knowles of FRNSW's Fire Safety Compliance Unit at [FireSafety@fire.nsw.gov.au](mailto:FireSafety@fire.nsw.gov.au) or call (02) 9742 7434 if you have any questions or concerns regarding the above matters. Please ensure that you refer to file reference FRN26/859 - BFS26/1421 - 7000000410 for any future correspondence concerning this matter.

Yours faithfully



Mark Knowles  
Senior Building Surveyor  
Fire Safety Compliance Unit