

[DATE]

Dear [tenant name]

I am writing to update you on progress being made to address issues with certain types of external cladding on buildings in NSW, and to advise you of what this means for you as a tenant.

You are receiving this letter because NSW rental bond records show you are a tenant in a building identified by the NSW Cladding Taskforce as having cladding installed that would require a detailed assessment. If you have been a tenant of the building for some time, you may have already received letters from the Taskforce advising you of this. However, if you are receiving a letter for the first time, I would like to share some important safety information with you.

It is important to know that the presence of external composite cladding on a building may not pose a safety risk and may not require any remediation work. External composite cladding material is safe if installed in accordance with the Building Code of Australia, relevant technical standards and local laws.

However, when installed inappropriately, it can increase the risk of fire. That is why the NSW Government has taken steps to mitigate risks and protect your safety.

What action has been taken so far?

To help identify buildings that may require remediation work, and to coordinate the NSW Government's efforts, an interagency taskforce was set up. The NSW Cladding Taskforce has worked to have identified buildings visually inspected by Fire and Rescue NSW. Potentially affected buildings have subsequently been referred to the appropriate consent authority (local councils or the Department of Planning, Industry and Environment) for detailed assessment where necessary.

A detailed inspection is important as a simple visual inspection can't determine whether or not a cladding is compliant, or whether remediation work should take place. Buildings that are referred to the consent authority may have cladding that does not require any remediation at all.

Your safety is the top priority, which is why the NSW Government has taken action.

Fire and Rescue NSW has strengthened fire safety plans and procedures to mitigate risks in the unlikely event a fire should occur at one of these buildings. Training, awareness initiatives and pre-incident plans for firefighters who may respond to these fires have been enhanced where necessary, and improved response protocols are developed for all buildings where evacuation risks are higher.

Owners and landlords have legal responsibilities in relation to building fire safety features. However, there are also steps that tenants of any building can take to help ensure all occupants remain safe, including:

1. Being aware of your building's evacuation plan and procedures in case of an emergency, and practicing regularly by, for example, occasionally using the fire stairs.
2. Making sure doors are not deadlocked when people are at home, and that keys are readily accessible in case you need to evacuate at short notice
3. Never leaving cooking or any other open flame including candles or oil burners unattended
4. Cleaning the lint filter of your clothes dryer each time you use it
5. Never smoking in bed and taking extra care if consuming alcohol whilst smoking
6. Taking extra care when using heaters and electric blankets in winter
7. Not overloading power points and switching off appliances when not in use
8. Always keeping lighters and matches away from children and teaching them that these should only be used by responsible adults.

If you have specific questions about your building's emergency plans or procedures, or would like to know more about cladding on your building, you should contact your managing agent, landlord or building manager.

The NSW Government is working closely with consent authorities to ensure detailed assessments of buildings are completed as soon as possible, with the anticipation that all higher risk buildings are completed by the end of 2019.

In the meantime, we encourage you and any other occupants to familiarise yourself with the safety measures outlined in this letter. For further information about cladding visit <https://www.customerservice.nsw.gov.au/programs-and-initiatives/fire-safety-and-external-wall-cladding> .

Yours sincerely

John Tansey
Chairman, NSW Cladding Taskforce