

APARTMENT MANUAL AURELIA

SOUTH PERTH



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AURELIA

SOUTH PERTH

Please also ensure you refer to the House Rules Booklet for additional information, guidelines, policies and regulations.

1 Start Up Check List

1.1 Telephone / Internet

Contact your preferred carrier service to arrange connection to telephone and internet services. For further information on which retail service providers can connect you to the National Broadband Network, visit www.nbnco.com.au

Note: A one off connection charge may apply.

Your apartment is wired with telephone/data outlets as per the building specification. All of the outlets are terminated in the NBN cupboard for use as required. A NBN booklet with more information on connecting is included in your Handover File. See section 14 of this Manual for further information.

1.2 Water Corporation

Please contact the Water Corporation on 13 13 85 to update your billing details as bi-monthly service charges will apply for your unit. Should you require further information please contact your Strata Company or visit www.watercorporation.com.au.

Please note that apartment and common area water usage will be covered in your strata levies.

1.3 Electricity

You do not need to contact anyone regarding electricity supply to your apartment. The supply is managed by the Strata Company and all billing will be done by the Strata Company. See section 4 of this Manual for further information.

1.4 Address

Lots 1 - 118 are addressed as: Apartment # / 1 Harper Tce, South Perth, WA 6151

1.5 FinbarLink

The FinbarLink BuildingLink portal is the place to communicate with Building Management, record any common area maintenance requests, view Strata Levies, keep your contact details up to date, book amenities, view building documents, receive emergency broadcasts and get to know your neighbours, and much more. User instructions are available in the Handover folder under the 'Strata' tab.

The online portal is aureliaresidenthub.com. You should have received your login details, but if not contact the Building Manager.

1.6 Defects

If there are any outstanding defects from your Pre-Settlement Inspection these will be completed as soon as possible and a representative from the builder's defects team will contact you directly for access.

Your apartment comes with a 6 month Defect Liability Period (DLP) (off the plan purchasers only) which begins from the registration of the Strata Plan, (expiring in November 2018). Please note that some minor/cosmetic defects may not be attended to until the end of the Defect Liability Period.

Defect reporting should always be in writing to ensure it is received and recorded.

Any new defects identified within the warranty period should be emailed through to the builder at defects@hanssen.com.au and/or using the form at Appendix A.

Please ensure that you include the following in your email:

- Name of development – Aurelia
- Apartment number
- Name and contact number
- Description of defect/s with photos if necessary

Should you experience any major defects (i.e. electrical, plumbing etc.) within the 6 months please contact the builder, Hanssen, immediately.

Please note that all defects or problems should be reported to the builder directly. Do not contact trades/contractors directly within the Defects Liability Period. If you do, the builder may not be responsible if any costs are incurred or for any further problems associated with, that you may have.

Please report any defects outside of your apartment (i.e. common property) to the Building Manager.

2 Security

2.1 Access Control / Building Security

There is an access control system installed in the Aurelia complex. The system is designed to restrict access to lifts, security access doors and the car park gates.

Note: This is NOT a security system and is not designed to sound an alarm or call a monitoring company.

Should you wish to purchase additional remote controls or pedestrian access fobs, please contact the Strata Manager. This is done as a security measure so that a record can be maintained of who has been issued what access, so that lost/stolen remotes/fobs can be deleted from the system.

Please be mindful that security is every resident's responsibility and there are a number of ways in which you can make your building safer, these may include:

- Ensure all gates and doors close and lock behind you after entering
- Don't swipe your remote fob to open doors/access lifts for strangers
- Don't keep remote fobs or valuables inside your car
- Report suspicious activity to Police or the Strata Manager as soon as possible
- Report faults with security entry gates and doors to the Building or Strata Manager
- Get to know the neighbours on your floor

2.2 Lift Access / Floor Access

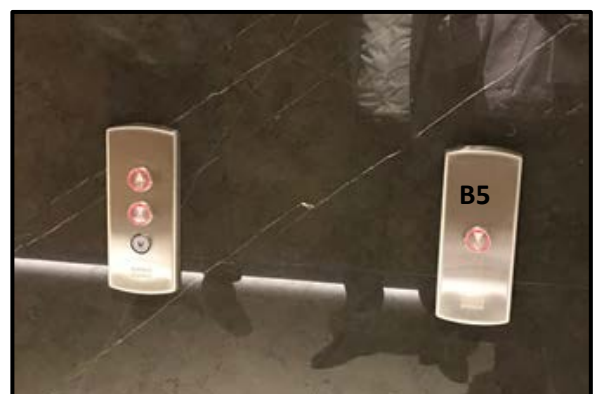
There is a lift security system installed which will allow access to individual floors. To use, simply swipe the back of your remote control on the reader located in the lift and upon hearing a beep, press your floor level. As a security measure, apartment residents are allowed lift access to their own floor, all carpark levels, plus the common area facilities on level 3.



To allow visitors to access the lift, please refer to the Visitors section (section 3) of this manual.

Note: There is no goods lift.

Note that only one lift travels to Basement 5 level. To travel down to B5 you must press the separate down button to call the lift that accesses B5. If travelling to any other floor you can press the main console button, and the next available of the two lifts will arrive.



2.3 Pedestrian Access

Entrance Doors: To access simply hold your remote/magnetic key tag to the black proximity reader panel located near the door and the auto sliding doors will open.

From Carparks: To access hold your remote/magnetic key tag to the black proximity reader outside the lift and the lift buttons will light up/activate. If you fail to press appropriate buttons or enter in time, simply hold your remote/magnetic key tag to the reader again.

Security access proximity readers are located at the following locations:

- Main entrance has a reader and intercom.
- Each lift has a reader inside the lift, and outside the lifts in all carpark levels.
- Stairwells have readers from all levels.
- All common amenities (eg Gym, lounge) have readers to access these areas.



Your “ENTRIES” key will open these doors (except the common amenities) should you not have your remote control with you.

2.4 Vehicle Access

Entry to and exit from the carpark is via Harper Tce on the east side of the building.

Your remote control has a range of approximately 10 meters. To open the car park gates simply press the appropriate button on your remote control. The gate will automatically close after the programmed time setting.

There are additional gates at Grd-Lvl 1 and B1-B2 to separate visitor/customer parking from resident parking. These gates will be open in preset hours of high use.

2.5 CCTV System

There is a CCTV system installed in the building for your convenience and security with multiple cameras around the buildings.

The cameras are wired to a digital recorder. This device will record all cameras for security purposes and can recall the information if required. Should a theft occur, please contact the Building Manager so that the system can be reviewed, and any relevant footage can be forwarded onto the appropriate authorities. Please note that the video data is only retained for approximately 2 weeks, after which it will be erased.

There are cameras around the complex. Below is a list of where some of the cameras are located:

- Entry Lobby;
- 1 in each lift;
- 1 inside each of the common amenities rooms (i.e. games, lounges);
- At the carpark entry and exit gate.

2.6 Faults and Maintenance

Should you experience any faults with the security system, please report them to your Building Manager immediately.

2.7 Keys / Remotes

The following table indicates keys issued to you.

KEY	ACCESS TO THE FOLLOWING
REMOTE CONTROL / MAGNETIC KEY TAG (BUILT IN)	BUTTONS – CAR PARK GATES <ul style="list-style-type: none"> • 1 – Complex Parking Entry Gate • 2 – Ground to upper levels Gate • 3 – Basement 1 to lower levels Gate MAGNETIC READING <ul style="list-style-type: none"> • Card Access Readers • Lift Access
APARTMENT KEY	<ul style="list-style-type: none"> • Apartment front door • Store Room
MAIL BOX	<ul style="list-style-type: none"> • Individual Mailbox
WINDOW (WHERE FITTED)	<ul style="list-style-type: none"> • Window locks
BALCONY SLIDING DOOR	<ul style="list-style-type: none"> • Balcony sliding door
COMMON ENTRY KEY (ENTRIES)	<ul style="list-style-type: none"> • Common doors (not common facilities)

Note: Should you require additional remote controls, please contact the Building Manager.

3 Visitors

3.1 Parking

There are eight standard residential visitor parking bays on ground and Basement 1 levels, all marked as residential visitor parking. These are available for visitor use at any time.

In addition there are twelve restricted residential visitor parking bays available on Basement 1, all signposted. These bays are owned by level 1 and 2 commercial lot owners, however have an easement to allow your visitors to park between the following hours only:

- Monday to Friday 6pm to 7am
- Saturday and Sunday anytime

The available parking is on the rear bay of each tandem carbay only. Note that the bays can also be used at any time by the owner of the bays.

All visitor parking bays are for visitors only, and occupants of the building are prohibited through the By-Laws to park in those bays.

During weekdays the main entry gate will be open so visitors can access the carpark. After hours there is an intercom on the wall outside the gate to call the apartment to open the gate (see section 3.3 Intercom System). To exit when the gate is closed there is a push to exit button on the wall near the gate.

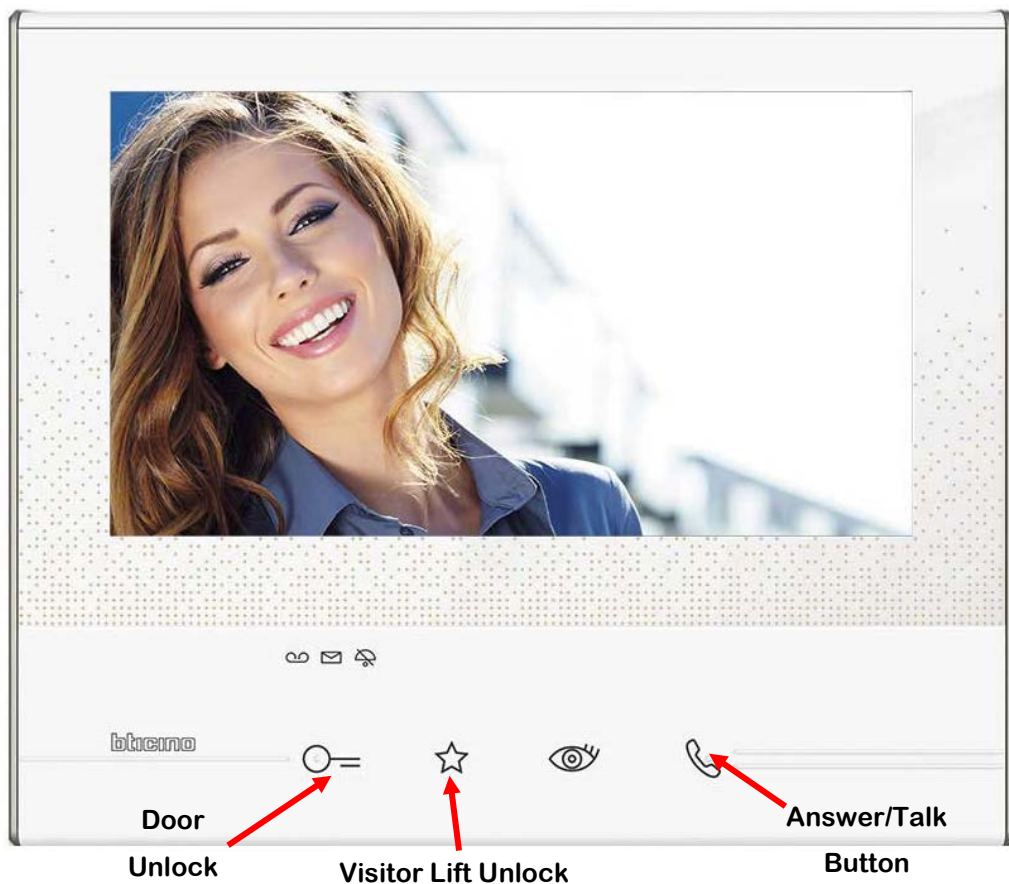
3.2 Pedestrian Access

Visitors can access the lobby lifts by calling the apartment on the residential intercom located at the main entrances on Harper Tce. Follow instructions at **3.3 Intercom System** to unlock the doors or gate and the lift to provide access to your floor for your visitor.

3.3 Intercom System

The intercom system installed in your building is a video intercom (except at carpark entrances). This system will enable you to see and talk to visitors at the main entry when a call is made to your apartment. You will also be able to unlock the lobby door (and gate if applicable), as well as the lift by pressing the buttons explained below.

Visitors can contact each individual apartment by keying in the apartment number at the intercom panel and then pressing OK. The number should be keyed in as per the apartment number (for example, apartment 945 is keyed in as 945). When a visitor calls an apartment, the intercom in the selected apartment will ring. To answer, simply touch the telephone shaped button.



Speaker volume control and other settings can be accessed through the Settings Menu on the main screen.

Entry Access

Should you wish to allow your visitor to enter the building simply press the 'key symbol' on the wall panel. The door or gate they are calling from will open, and your visitor must enter before automatically closing again.

Lift Access

You can also unlock the lift to allow your visitor to access your floor. To allow your visitor access to the lifts on your floor, press the 'star shape' on the wall panel. This will unlock the lifts for approximately 2 minutes allowing your visitor to access. Ensure you press this after the door unlock (not simultaneously), before the intercom connection disconnects.

Note: Failing to enter the lifts within the above time will lock the lifts and your visitor will need to contact you again from the intercom.

Exit

The lifts will return to ground floor without you needing to unlock anything. Exit can be made through the automatic lobby doors.

3.4 Amenities

You are welcome to invite your guests to use the common amenities with you, so long as the following minimum rules are followed:

- Visitor are subject to the same House Rules as occupants;
- Visitors must always be accompanied by occupants and cannot be left at common amenities alone;
- You may only have 2 guests per maximum occupants of your apartment at any one time on common amenities.

Note: For a full copy of the Aurelia House Rules, please refer to the Strata tab in the handover folder.

4 Electricity

Supply is provided via the sub-switchboard located within your apartment. The board is fitted with circuit breakers to each electrical circuit which may trip out if a fault develops in an electrical appliance.

If a trip should occur, isolate the power to the appliance, turn the circuit breaker to the 'on' (up) position, and push the reset button on the safety switch.

If the circuit breaker still trips out, then an electrician should be called to rectify the problem. Your apartment can then be isolated from the main switchboard in the common hallway on your floor.

Should you require access to your electrical meter please contact the Building Manager.

Your electricity is supplied via a private sub-meter which is owned by the Strata Company. Electricity usage is billed to you by the Strata Company according to your actual usage in the apartment. You can contact the Strata Manager if requiring ad-hoc readings (i.e. when moving in or out) outside of the usual billing cycle. Electricity charges will be set by the Strata Council.

Note: Access to the electrical cupboard should only be by a qualified electrician.

4.1 Electricity Metering

The Electricity Metering at Aurelia is managed by a web-based software service called MeterView™. Individual electricity meters are installed for each apartment, recording consumption data every half hour and relaying this information back to the MeterView™ portal, to provide Account Statements for your electricity consumption bills, as well as producing on-demand energy use reports for building management. Electricity consumption invoicing will be done by the Strata Manager bi-monthly.

As part of the MeterView™ service, you are able to access the meter data for your apartment by way of your own secure login. To request your log in, please complete the Access Form located at the Strata tab of the Handover Folder and return to info@meterview.com.au. Alternatively, please send this to your property manager so that they can forward to your tenant.



Through the MeterView™ portal you will be able to access your meter consumption data, as well as run on-demand Heat Map and Comparison reports. You can see and understand how much and when you consume electricity inside your apartment.

5 Appliances & Warranties

Appliance operating manuals & warranty information have been placed in the kitchen drawers of your apartment. Warranty call information is also included in the Handover folder in the 'Appliances' tab.



If you have any issues relating to the warranty of your supplied appliances, please contact the manufacturer directly. All Miele appliances come with a two year warranty.

Miele Customer Care Centre – 1300 464 353

The appliances installed in your apartment are:

5.1 Rangehood

1 & 2 Bedroom Apartments

Product/Model: **Miele DA 2050** – Rangehood

3 Bedroom Apartments

Product/Model: **Miele DA 2690** – Rangehood

5.2 Oven

1 Bedroom Apartments

Product/Model: **Miele H 2661B** – 60cm oven

2 & 3 Bedroom Apartments

Product/Model: **Miele H 2661BP** – 60cm oven

5.3 Cooktop

1 and 2 Bedroom Apartments

Product/Model: **Miele KM 6113** – Induction cooktop

3 Bedroom Apartments

Product/Model: **Miele KM 6357** – 80cm powerflex induction cooktop



Induction cooktops require pans that are either stainless steel with base that can be magnetized, enamelled steel or cast iron. To check whether your pan is suitable for induction, hold a magnet to the base on the pan. If the magnet sticks, the pan is suitable.

5.4 Microwave Oven

1, 2 & 3 Bedroom Apartments

Product/Model: **Miele M 6040 SC** – 60cm microwave oven

5.5 Dishwasher

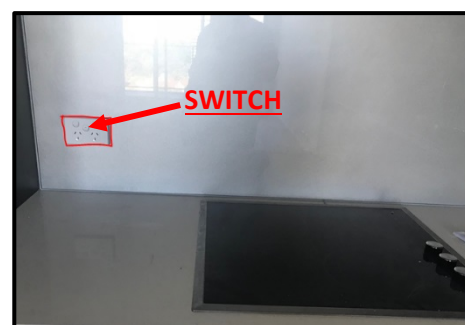
1, 2 and 3 Bedroom Apartments

Product/Model: **Miele G4203 Active CLST** – semi integrated dishwasher

Please refer to the user manuals in the kitchen for correct cleaning for all of your new appliances.



The cooktop is activated by a labelled isolation switch on the splashback near the cooktop. If the cooktop does not appear to be working check the switch is on first. This is a safety switch to isolate the cooktop if need to.



6 Air-Conditioning

All apartments are fitted with ducted reverse cycle air-conditioning units with outlet vents and wall mounted controllers, as per picture, installed in living room and all bedrooms. Instruction manuals and remote controllers can be found in the kitchen drawer.

Airconditioner temperature and fan speed can be individually controlled in each room, however all controllers/units that are on must be on the same setting, either all on heat or all on cool for example.

You should maintain your air conditioner and arrange servicing annually or as required, including cleaning the air return filter and vents. Air conditioning condensers are located in a service corridor on your floor. To access, please contact the Building Manager.



Should you require any assistance or have any problems with your air-conditioning unit, please contact as listed on the contacts page in the handover folder.

7 Home Maintenance

Whilst your new apartment comes with a Builders Defect Liability Period for minor defects, it is important you maintain and care for your apartment and its products correctly and regularly.

Correct cleaning of all materials such as carpets, glass, stone benchtops and many others, along with care and maintenance of areas such as doors, shower screens and walls are all included in the Maintenance and Warranty section of the Handover Folder. Please read the information provided and the tips in the Hanssen owners manual.

8 Ventilation System

8.1 Toilet / Bathroom Exhaust System

The bathroom, toilet and en-suite of your apartment are mechanically ventilated to the outside by an exhaust fan mounted in the ceiling. This fan is activated by a switch located at the entry of each bathroom. The fan should be switched on prior to running any shower or dryer in these rooms and left on for 5 minutes after finishing to exhaust any stale air from the room.

Exhaust systems require fresh air to replace the exhausted air in order to ensure optimum operation. For this reason a 20mm gap is allowed under the wet area room door, and wherever possible you should leave any adjacent window open whilst operating the exhaust fan.

Correct ventilation is important to allow moist air to ventilate out of the apartment and prevent condensation occurring inside. To ensure correct operation of the Exhaust System:

- 1: Check air-inlets for obstructions at all times.
- 2: Check for correct operation and noise monthly.
- 3: Clean grilles frequently.



If you notice any condensation in your apartment, you should run your air conditioner on the dry mode.

8.2 Rangehood

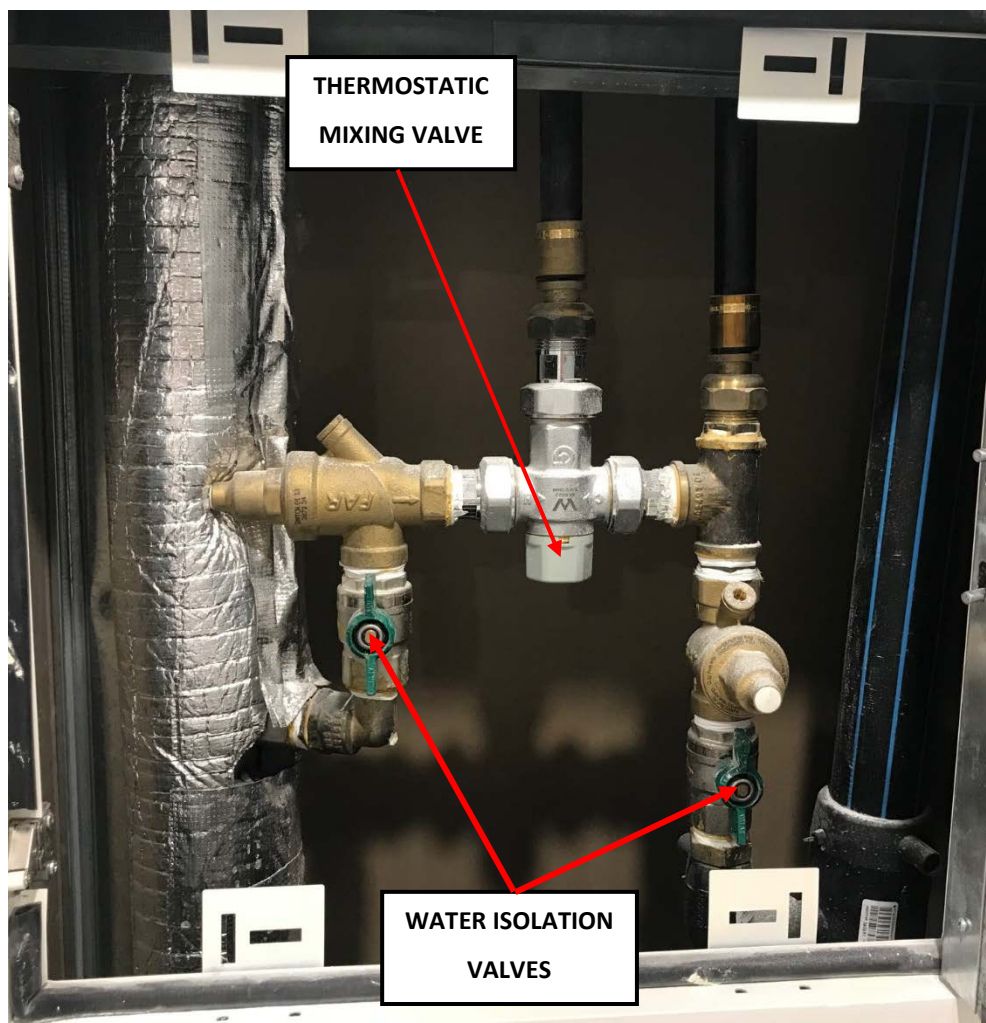
Ventilation for the range hood is activated when the range hood is switched on. The expelled air is taken out of the apartment by ducts in the ceiling space. These are not the same ducts as used by the bathroom exhaust system.

9 Water System

Hot water is supplied to your apartment via a Centralised Gas Hot Water system. The plant is located on the roof of the building and will be maintained by the Strata Company.

9.1 Location of Water Isolation Valve

If you wish to stop the supply of hot and/or cold water to your apartment for any reason, this can be achieved by turning off each of the isolation valves. The water isolation valves are located behind a panel in the wall of the bathroom. Refer to your apartment plan (in the Plans tab of the Handover folder) for location. Inside there is one valve for hot water (insulated pipe) and one valve for cold water. Horizontal valve is off, vertical (ie in the direction of the pipe) is on.



Please note: photo is for illustration purposes only and layout is not typical to each apartment

9.2 Thermostatic Mixing Valve

A Thermostatic Mixing Valve has been installed in your apartment in line with current building regulations. The hot water supplied to the apartment is pre-set to 50 degrees Celsius. The tempering valve, which mixes cold water to the hot, is located higher up the wall behind the same panel as the stop valves and has a coloured cap. The valve should not require occupier maintenance and any problems associated with the hot water supply should be checked by a registered plumber.

9.3 Water Filter

Your apartment's kitchen sink is fitted with a Puretec PureMix X7 -R High flow inline water filter system. To maintain the high quality of the purified water, the cartridge should be changed every 6 - 12months (This is dependent on water quality and usage). The recommended cartridge change procedure is:

1. Place spare container under filter in case of drips.
2. Isolate water supply and release water pressure by turning off the water isolation valve.
3. Unscrew XR-7 cartridge in a clock-wise direction and discard.
4. Take off red cap from the new cartridge. Twist new cartridge into head until firmly seated. Please note arrow on cartridge to indicate this.
5. Restore water supply by turning on water isolation valve.
6. Check for any leaks, rectify if any before leaving the unit.
7. After installing cartridge, flush unit for 5 – 10 mins.

If you notice water flow/pressure reducing at the kitchen sink cold water tap then we recommend changing the filter cartridge before calling a plumber. For further information on replacing the cartridge and stockists please visit the website www.puretec.com.au or consult the user manual located in the kitchen drawer.

9.4 Washing Machine

When connecting a washing machine in your laundry please ensure the drain hose is connected correctly.

If connecting via the waste pipe spigot (marked in the photo), firstly drill out /open up the inside of the waste pipe spigot indicated by the red arrow. Feed the waste water drain hose into the laundry cabinet through the cut-out in the cabinet base, then connect the drain hose it to the spigot and clamp.



10 Fire Protection

10.1 Fire Alarm System

A fire alarm can be activated by smoke detectors located in the lift lobby / corridor and other common areas. Activation of the building alarm by a detector in common areas (i.e. not your apartment) will result in the following:

- Fire brigade may be called. However, we encourage you to call 000 should you hear the alarm sound;
- EWIS (Emergency Warning Intercommunication System) speakers will sound an alarm and evacuation signal;
- Electronic access door locks around the building will be released;
- Sprinklers may spray water (if heat detected in those locations).

10.2 Evacuation Procedures

In the event of a fire alarm, an evacuation tone will sound in apartments and common areas of the fire affected floors, through the speakers located in the walls/ceilings. If the fire spreads, or after a set period of time, the evacuation tone will begin to sound on adjacent floors. You may not hear the evacuation tone on your floor if the fire is far enough away. This is not a fault.

On hearing the tone you should alert all occupiers in your apartment, turn off all electrical appliances and leave the apartment. You should leave the apartment and exit the building via the closest fire escape stairwell to ground floor, if it's safe to do so, as soon as you hear the evacuation tone sound.

Do not use the lift in the event of a fire alarm, evacuate via the stairs!

10.3 Apartment Smoke Detector



A smoke detector system is fitted in your apartment.

Smoke detectors in your apartment, when activated, will not cause a building alarm. If you are in the apartment and you know there it is **not** a fire, you can isolate/mute the alarm by pressing the isolation button located on the underside of the detector, and clearing the smoke through balcony doors and windows only. Do not ventilate to the common corridor as the smoke may activate the building alarms.

If there is a fire and the alarm is sounding you should evacuate and then call 000 immediately and request the Fire Brigade.

10.4 Fire Sprinkler System



A fire sprinkler system is installed in all carparks, and inside of your apartment to meet Australian Standards.

The sprinklers are installed in all rooms of your apartment, and can be identified by a small circular disc, recessed into the ceiling and bulkheads.

In the event of a fire near a sprinkler head, heat generated by the fire will cause the sprinkler to activate. If a sprinkler is activated, a fire alarm will also be raised and the Fire Brigade will be called automatically.

Sprinkler heads must be protected from damage. Do not hang anything from the sprinkler heads or knock them. This may result in sprinkler head malfunction and cause water damage to surrounding areas and will activate the fire alarm.

10.5 Hose Reels / Fire Extinguishers

Fire Hose Reels and Fire Extinguishers are located in cupboards in corridors and exposed on walls in the car park. These cupboards are clearly labelled. The locations of Fire Hose Reels for each floor are shown on the Plans in the Handover Folder and the occupier should become familiar with these locations.

Hose-reels are strictly used for emergency only and not to be used for any general purposes

Note: Use of a fire hose reel will cause the fire alarm to be activated.

10.6 Fire Doors

Fire escape doors are clearly marked and must **not** be held open or obstructed in any way. You should familiarise yourself with the evacuation route from your apartment through marked fire doors and/or stairwells.

For security, fire doors stairs are locked from the inside of the stairwell. To open, hold your remote/magnetic key tag to the black proximity reader located adjacent to the door for your floor.

If a user of the fire escape in a non-emergency event is unable to physically continue all the way down the stairs they may seek to get out at a non-fire affected floor. As the stairwell will be locked, an alert switch is located on the wall which will cause a light to flash in the common hallway for approximately two minutes to alert a resident of the situation. The door can be opened from the corridor side. This alert system should not be misused and is only intended for assistance to impaired users.

10.7 Fire Hydrants

Fire hydrants are located at stairwells and in other public areas. These are for fire brigade use only and under no circumstances should be used.

Note: Activation or use of any fire hydrants will cause the fire alarm to be activated.

10.8 Store Rooms

The mesh roof of your store room, as well as allowing airflow for ventilation, allows the fire sprinkler system to fully cover all areas. **Do not cover** the top of your store room as this will restrict performance in case of a fire.

11 Light Globes

Your light fittings are energy efficient LED fittings. In the event of lamp failure due to the downlight and you are within the defects liability period, please contact the Builder.

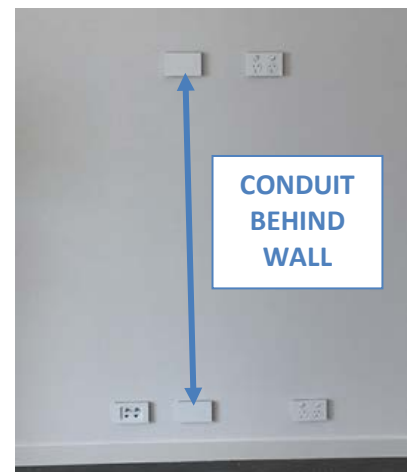
The Premium Lighting LED downlights come with a 12 months parts and labour guarantee. Any lamp failure after the defects liability period should be reported to the electrician (refer to the Contacts tab in your handover folder). Please note if replacing at any time the whole sealed lamp unit will need to be replaced, not just a globe, and we recommend a qualified electrician be engaged to undertake this.

12 Television / Pay TV

Your apartment is wired with television and Pay TV outlets in the living area and bedrooms as per the building specification. At each outlet there are two connections, one is for Foxtel and the other free to air TV.

The TV system is a central system with the antenna on the roof of the building. Efforts have been made to supply a clear and crisp TV picture, however due to atmospheric conditions and future developments outside of our control, the picture quality may vary from time to time. If this should occur, contact the Building Manager and report the fault.

The Living area has wall plates to facilitate wall mounted TV's. Behind the blank plate is a conduit running down to the blank plate next to the TV plugs/GPO, so cables can be extended up the inside of the wall and hidden.



The Pay TV – Foxtel system is designed and installed as per the current Foxtel specification at time of construction. To have a Foxtel service installed in your apartment, please contact Foxtel customer service for assistance and quote your apartment number and address.



FOXTEL: 1300 130 799

www.foxtel.com.au

13 Waste Disposal

13.1 Rubbish

A bin chute is located on each floor, which collects rubbish and compacts it in rubbish bins. Your bin chute is located next to the lifts through a service door (refer Plans) for the disposal of **securely bagged general household rubbish only**.

Occupants should note the following when using the bin chute:

1. Under no circumstances should you use the bin chutes for the disposal of glass, plastic bottles, newspapers, tin cans and large bulky items such as cardboard boxes, pizza boxes, general electrical goods and furniture. **Failing to follow these rules will result in the bin chute being blocked.** If someone is found to be putting the wrong items down the chute and it becomes blocked, they will be charged the service fee to have the chute unblocked.
2. All rubbish should be placed or wrapped in a suitable material before being disposed in the bin chute. No loose items should be placed in the bin chute.
3. Do not force objects into the chute. If the bag does not fit through the opening, then forcing it will just block the chute. Take larger bags down to bins located on the ground floor bin store near the main carpark entry gate (refer Plans for location).

All rubbish deposited in the appropriate bins should be **securely bagged general household rubbish only and recycling should be cleaned and flattened/squashed**.

13.2 Recycling

Recycling bins are provided in the bin chute rooms on each floor. These are for the disposal of those items able to be recycled; for example, paper, glass, plastic bottles, cardboard. Please ensure you separate your rubbish from your recycling.

Any cardboard boxes or the like should be flattened and broken down before being placed inside the recycle bins. Please do not leave any recyclables outside the bin, or on the floor of the bin chute room as this can cause a hazard to other residents. Please also ensure that the bin chute door is closed when you have finished disposing of your rubbish and recyclables.

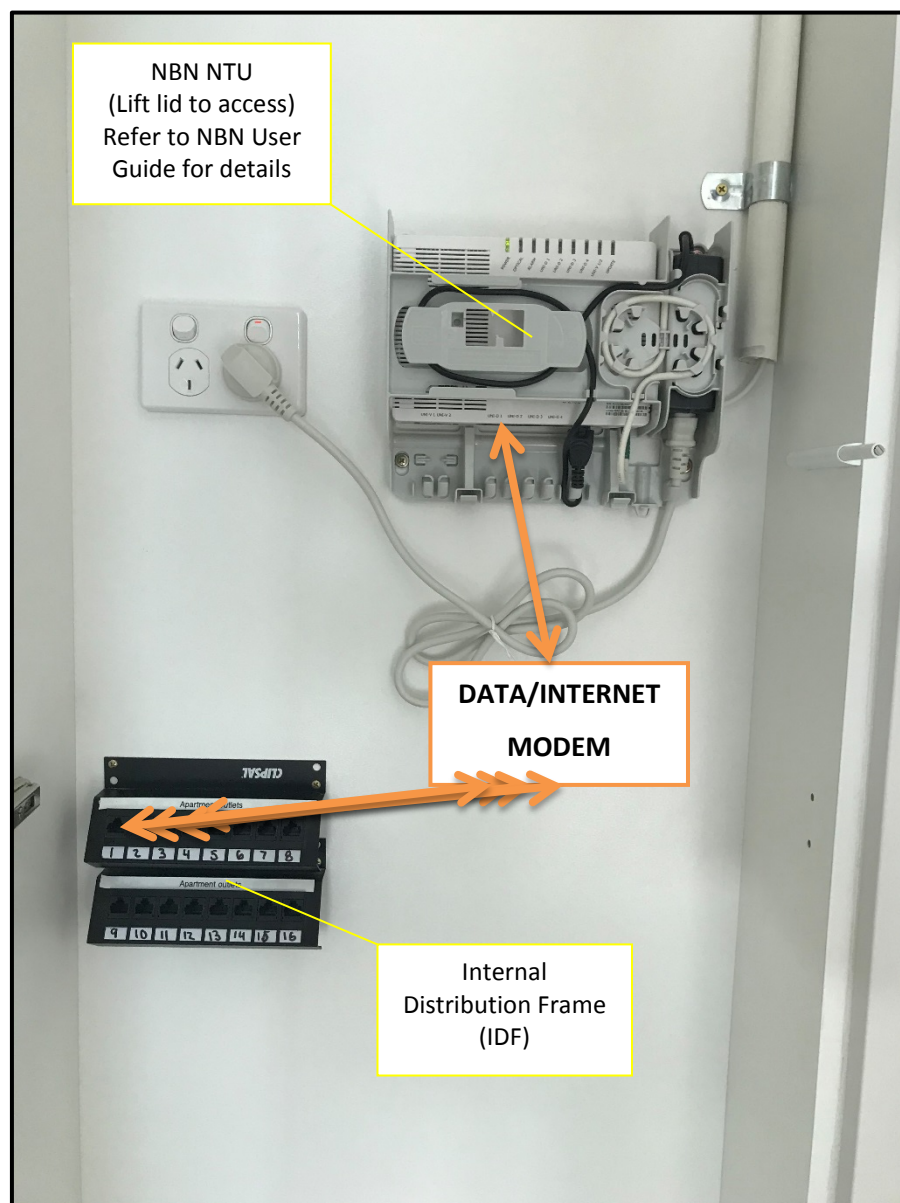


Your apartment has an inbuilt kitchen bin which has 2 sections/bins. Use one for general waste and one for recycling to ensure you keep these separate.

14 Telecommunications

Your apartment is connected to the National Broadband Network (NBN) fibre to the home for phone and internet services. To connect any services contact the retail service provider of your choice (visit www.nbnco.com.au to find out which service providers have services available to your apartment). You are able to have up to four data and two voice connections/accounts to your apartment to suit your needs. Please refer to the NBN brochure in your Handover File.

Phone and data points are wired to an Internal Distribution Frame (IDF), located inside the NBN cupboard (see plans for location).



Please note: photo is for illustration purposes and typical layout only

The IDF has each apartment outlet individually wired to each socket. The sockets are numbered to correspond with outlets around your apartment in accordance with the tables below.

To connect services, once you have established a new connection with your retailer and have a suitable modem:

1. Connect the NBN Network Termination Unit (NTU) direct to your modem, using the assigned UNI-D numbered outlet;
2. Connect the modem to the apartment outlet sockets you want the service active at. Each port is a separate data point around the apartment.

Some voice only services (for example monitored alarms, live-safety equipment. Your retailer will advise if applicable) will require you to utilise the UNI-V socket on the NBN NTU and connect straight to an apartment outlet socket.

14.1 Communications Cabinet Layout

Apartment Type A	
Outlet	Location
1, 2	Living TV outlet
3, 4	Living
5, 6	Kitchen
7, 8	Bed 1 TV outlet
9, 10	Bed 1

Apartment Type B and C	
Outlet	Location
1, 2	Living TV outlet
3, 4	Living
5	Kitchen
6	Kitchen bench
7, 8	Bed 1 TV outlet
9, 10	Bed 1
11, 12	Bed 2 TV outlet
13	Bed 2

Apartment Type D	
Outlet	Location
1, 2	Living TV outlet
3, 4	Living
5, 6	Kitchen
7, 8	Bed 1 TV outlet
9, 10	Bed 1
11, 12	Bed 2 TV outlet
13	Bed 2

Apartment Type E	
Outlet	Location
1, 2	Living
3	Kitchen
4	Kitchen bench
5, 6	Bed 1 TV outlet
7, 8	Bed 1
9, 10	Bed 2 TV outlet
11	Bed 2
12, 13	Bed 3 TV outlet
14	Bed 3
15, 16	Living floor box

15 Leisure Facilities

To access the doors to the communal facilities, please use your remote / access fob.

15.1 House Rules

House Rules are located in the Strata tab of the Handover File. Please contact your Strata Manager for any further rules, regulations and procedures on the use of the gymnasium, swimming pool and other common facilities in the building.

Hours of Operation

- | | |
|----------------------------------|--|
| • Pool is daytime use only | Dawn to dusk |
| • Cabana and other outdoor areas | until 10pm, subject to not disrupting nearby residents |
| • Lounge and Games Room | 7am to midnight |
| • Gym | 24 Hours |
| • Meeting Room | 7am to midnight |

Number of Guests

Each occupant may bring 2 (two) guests each to the common amenities. Any guest/s must always be accompanied by an occupant.

15.2 Sauna

You can set the heater to operate immediately by turning the timer knob on the top to the 1-4 hours intervals (pink). To pre-set the heater, simply turn the knob to anywhere between 1-8 hours, when the specific number of hours is reached, the heater will start running and stay on for up to 4 hours.



You can adjust the temperature of the sauna by turning the temperature knob on the side.

Do not pour any substance onto the rocks as this will cause damage to the unit.

The Sauna is a dry sauna only.

15.3 Pool

Children must be supervised at all times when using the pool, as there is no life guard on duty.

The pool is a daylight use only pool. No glass is to be taken within 3 metres of the pool edge.

15.4 Meeting Room

This room may be exclusively booked by residents for private use. Please contact the Building Manager or login to the Finbarlink system to make a booking.

Please note: At the conclusion of your booking time, these areas must be vacated and all personal belongings must be taken with you, ensuring the room is left in the condition that you found it. Charges may be applied to residents by the Building Manager for any damage, or if excessive cleaning is required.

15.5 Residents Wifi

Free wifi is available for all residents of Aurelia within the main lobby and level 3 amenity areas.

To access the network use the following details:

Network Name (SSID): Aurelia residents wifi

Password/Key: aurelia1

Note that there are some restrictions on type of usage and the download speed is shaped to ensure all residents fair use. Please keep the access password secure as it is only for residents of Aurelia.

POLICY FOR GLASS BALUSTRADE ON BALCONIES AURELIA, 1 HARPER TERRACE SOUTH PERTH

The Strata Company has adopted the following policy in relation to the glass balustrade located on the balcony areas at Aurelia.

Please find below information in relation to the glass balustrade:

1. Initial glass breakage is to be reported to the Building Manager. The BM will engage Strata Contractor (Kohl) immediately to attend site, clean and secure the area for safety reasons. Once the replacement glass panel has been sourced, Kohl will attend site to replace the panel and resolve the safety issues within 14 days.
2. The boundaries of the lots at Aurelia, in relation to the balcony areas, extends from the outer surface of the building wall to the edge of the balcony slab, which includes the balcony glass balustrade.
3. The glass balustrades on the balcony sit within the owner's lot and therefore repairs, maintenance and replacement of the balustrade is an owner's responsibility and cost.
4. When any works are required to the balustrades, the owners are reminded that:
 - a. All works on the balustrade must be compliant with the Building Code of Australia, and the Australian Standards
 - b. All works must be carried out by a regulated professional – Kohl are the preferred contractor for the site and the original installers – details are below.
5. Any insurable incident regarding the balustrade may be claimable on the Strata Insurance, however the excess for any claim on the Strata Insurance is payable by the owner in accordance with bylaw 56.
 - a. Bylaw 56 of the Management Statement provides the following

56. Insurance

- 56.1** In addition to any other rights of the Strata Company as set out in Part IV, Division 4 of the Act, the Proprietors acknowledge and agree that, where an insurance claim is made on or in relation to a policy of insurance held by the Strata Company which relates directly to one or more Lots, the relevant Proprietor or Proprietors of the Lot or Lots shall be liable to pay to the Strata Company, on demand, an amount equal to the excess payable to the relevant insurer in respect of the claim.

6. **Care and Maintenance of your glass balustrade** – to ensure the longevity of your balustrade please note the following maintenance comments:
 - a. Impact Damage – prevent any knocking/bumping of the glass balustrades by furniture, bbq, pot plants
 - b. Keep items away from the glass when using the balcony
 - c. Be aware when cleaning/mopping your balcony to not knock or bump the glass
 - d. Storm/Wind – ensure all items on the balcony areas are contained/restrained when there is expected wind/storms
 - e. Do not adhere to or hang from the balcony or balustrades any items at all
 - f. Safety film should not be applied to the balustrade glass, this increases the risk as it will keep the glass together making for larger pieces that can cause

harm. Safety film will prevent the glass from breaking into lots of small less harmless pieces.

- g. Breakages from impact can be immediate or can be delayed by days and months.



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AGGA TECHNICAL FACT SHEET

GLASS IN BALUSTRADES FOR CONSUMERS

Introduction

Glass balustrades are ideal for balconies, staircases, pool fences and other applications where the protection of a difference in level is required. Available with minimum framing or even as a free standing system, glass balustrades provide a barrier whilst still permitting uninterrupted views. Used externally, an additional benefit provided by glass balustrades is that of a transparent windbreak.

Design and construction

A balustrade's primary function is to prevent people from falling from height above the ground, and therefore safety is a key consideration. As such, there are strict requirements for design, construction and installation by a number of different Australian Standards. These Standards set out the requirements for glass and or glazing supports in conjunction with the design loads to simulate environmental conditions related to high wind pressures and human or object impact on the surface or edge of the glass and supports.

The National Construction Code

The National Construction Code of Australia basic balustrade fall height requirement is as follows:

"Any access way or landing area where there is a fall distance of 1 metre or more above the surrounding ground level requires a barrier (Balustrading) to protect people from falling over the edge. The minimum height of a balustrade is 1 metre and if protecting a pool area, access would need to be 1.2 metres."

Glass types in balustrades

All balustrade glazing must be made from Grade A safety glass. If used at higher levels, Grade A laminated safety glass should be considered due its breakage characteristics.

The exact specifications depend on a number of variables, including the balustrade type, location, height above ground level and the loads it will be subjected to, so it is important to choose a supplier who has a good knowledge of AS 1288: Glass in Buildings—Selection and Installation, the Australian Standard which all glass balustrades must comply with.

This in turn results in limitations on the minimum glass thickness that can be used to a maximum allowable size between supports.

In all cases the type of occupancy of the where the balustrade is located also influences the thickness and type of glass required as the number of persons relying on the strength and support of the balustrade may be different in say a shopping centre as compared to a home.

Other than for a single dwelling, any monolithic toughened glass balustrades that are over 5 metres from the surrounding ground level must also be heat soaked.

The common different types of glass permitted for use in balustrades include:

Annealed laminated safety glass

Comprises two pieces of normal glass adhered to a plastic interlayer. When laminated safety glass is broken the shattered pieces tend to remain affixed to the plastic interlayer creating a 'spider web' effect. As long as the impact is not severe enough to pierce or dislodge the glazing, the broken glass tends to remain in place. A minimum thickness of 6mm is permitted for infill panels, 8mm for structural panels (Figure 2) and is not advised for structural cantilever panels (Figure 1).

Monolithic toughened safety glass

Generally four to five times stronger than ordinary glass and in the event of breakage the glass fractures into small harmless fragments and will no longer support a load or act as a barrier. Consequently, toughened glass that is not fully framed is likely to fall from its fixings and would not prevent the penetration of the impacting object (or person) possibly to a level below. A minimum thickness of 6mm is permitted for infill panels, 8mm for structural panels (Figure 2) and 10mm for structural cantilever panels (Figure 1).

Toughened laminated safety glass

A combination of toughened single pieces of glass that have been laminated. The benefit of toughened laminated glass is its strength and performance under impact. It is capable of withstanding large loads and in the event of being broken the resulting fragments will be retained by the interlayer. When properly glazed, it normally will remain in place which enhances safety and security. A minimum thickness of 8mm is permitted for infill panels, 8mm for structural panels (Figure 2) and 10mm for structural cantilever panels (Figure 1).



Figure 1 (Source: www.aaromatfencing.com.au)



Figure 2 (Source: www.mclarenvaleglass.com.au)

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AGGA TECHNICAL FACT SHEET

GLASS IN BALUSTRADES

FOR CONSUMERS *(continued)*

Types of balustrade panels

Glass can form part of a balustrade in two ways.

1) As an Infill Balustrade Panel (Figures 3 & 4) within an outer frame or structure, usually made of aluminium, timber or steel. Can be in several configurations but the balustrade always has a handrail with the glass infill panel being supported either in a channel or mechanically with clamps and bolts. The non-glass handrail must be able to resist the specified applied loads such as persons falling or leaning on or against the hand rail.



Figure 3 (Source: www.weldtech.com.au)



Figure 4 (Source: <http://t2.gstatic.com/>)

2) As a Structural Balustrade Panel (Figures 1 & 2) where the glass is the main structural component of the balustrade.

The main feature of this type of balustrade is that the glass itself provides structural support for any loads that may be imposed upon it. Unless they are specifically designed by a qualified engineer these types of balustrades are limited to areas where the difference in ground level is 1000mm or less.

Structural balustrades include:

Figure 5 - cantilever type, where the glass is fixed only at the base, either in a channel or mechanically by stub post, bolt fix, or bracket fixing. The glass usually has the remaining three edges exposed and the top edge of the glass is exposed.



Figure 5 - Structural Balustrade A: Non-compliant above 1 metre fall height. (Source: www.elitebalustrades.com.au)

Figure 6 - Top edge of glass is exposed with the glass vertical edge being supported within a channel adhesively or mechanically fixed to the vertical posts or balusters. Sometimes the bottom is also supported but the top edge of the glass is exposed.



Figure 6 - Structural Balustrade B: Non-compliant above 1 metre fall height. (Source: www.eglasame.com)

In both figures 5 & 6 the glass needs to be strong enough to withstand specified impacts and loads such as people leaning or falling against the glass.

Structural balustrades with exposed glass top edges are limited to applications where the difference in level is less than 1000mm.

If the level is greater than 1000mm the panels must include an interlinking handrail joining adjacent panels of at least a 1000mm wide, and/or the building so that if the glass is broken, the handrail will remain in place in accordance with Clause 7.2.3c. of AS1288 Australian Standard. Alternatively the balustrade can be designed as an engineered solution and specific consultation is required with a suitably qualified person. This is usually a qualified engineer with glass design experience.

Balustrade regulations indicate that the barriers should be constructed in such a way that a person will not fall over or slip through them. This requires that the height of the balustrade and the spaces between each post should be designed properly. In terms of structural adequacy, the barrier or balustrade should have enough strength not to collapse when a person leans or falls against it or is subject to a sudden strong impact. The AS1288 -2006 standard deals with:

- Structural balustrades, protecting a difference in level less than 1000mm.
- Structural balustrades, protecting a difference in level greater than 1000mm with an interlinking handrail
- Infill balustrades, protecting any difference in level

The difference in level is measured from the ground or floor surface at the base of the baluster or the visible glass site line on a cantilever panel. There are minimum glass thicknesses that can be used in balustrades and each have size limitations dependant on individual site conditions related to type of handrail, occupancy or level to be protected in combination with method of glazing and loads applicable to the glass. Consideration should be given to the type of glass used and their basic properties especially its use at high level because if it is broken it may no longer support a load or act as a barrier.

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