

**BUILDING INFORMATION  
FOR  
OWNERS AND RESIDENTS**

582 ST KILDA ROAD, MELBOURNE, VIC

May 2021



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## 1 INTRODUCTION

This information booklet is designed to provide general information to residents of Aurora about the building, the procedures used, and the services that are available to all residents whether they be owners or renters.

## 2 OWNERS CORPORATION

“Aurora” consists of one Owners Corporation (OC 404635D) and all owners are members of that corporation. If there is anything in this booklet that contradicts or is in conflict with the Owners Corporation Rules then those Rules take precedence.

You can find a copy of the Owners Corporation rules at [www.aurora.org.au](http://www.aurora.org.au) or you can obtain a hard copy from Owners Corporation Manager’s office (see details below).

Owners should be aware that breaches of the Owners Corporation rules may result in a “Breach Notice” which could have financial consequences for an owner and result in eviction for a tenant.

### 2.1 OWNERS CORPORATION MANAGER

Every year, at the AGM, the Owners Corporation elects a Committee (Aurora Owners Corporation Committee) to manage the Owners Corporation.

The Owners Corporation Committee appoints a company (OC One) who is responsible for administration of Aurora including issuing Fee Notices and paying invoices.

Aurora’s Owners Corporation Manager is Jocelyn Watson at OC One.

Contact details for OC One are:

Address: 1 Queens Road, Melbourne, Vic, 3004.  
Tel: 03 9246 6540  
Email: [service@OC1.com.au](mailto:service@OC1.com.au)

### 2.2 BUILDING MANAGER

The Building Manager’s office is located behind the counter just inside the main entrance to the building (Photo 1).

The prime role of the Building Manager is the supervision of all of the security, maintenance and cleaning activities required for the smooth operation of the building as well as the coordination of all movements of large items into and out of the building that require the set-up and scheduling of lift 2 and the loading bay.

The Building Manager is also responsible, to the extent possible, to ensure that all contractors working inside Lots are aware of and comply with the building rules and have appropriate insurance cover to protect the Owners Corporation.



**Photo 1 Main entry with Building Manager’s office at left**

Aurora does not employ a Concierge and the Building Manager is not expected to provide concierge services to residents of Aurora.

The Building Manager does move parcels that have been delivered to Aurora for residents to the secure temporary storage facility on level 2 for collection.

Residents should contact the Building Manager to ask any questions relating to the operation of the building.

The Building Manager is on duty during the following hours although at any particular time the office may be closed because the Building Manager is performing duties elsewhere on the property.

|                  |                   |
|------------------|-------------------|
| Weekdays:        | 8:00 am – 7:00 pm |
| Saturdays:       | 8:00 am – 4:00 pm |
| Sundays:         | Office closed     |
| Public Holidays: | Office closed     |

The contact details for the Building Manager are:

|        |                                |
|--------|--------------------------------|
| Phone: | 0425 768 822                   |
| Email: | building.manager@aurora.org.au |

### **2.3 AFTER HOURS CONTACTS**

If you find yourself locked out of your apartment or the building after hours then you may call Monjon on 0417 666 566 who can provide an emergency let in service.

Monjon will require appropriate identification and will charge a fee for their service.

Monjon does not provide security services to Aurora and will not enter your apartment, so please call the police if you have an after-hours security concern.

If you require a tradesperson after hours (eg. electrician or plumber) to attend to an urgent problem, either in your apartment or common property, then please call 03 9246 6555 which is OC1’s after-hours number that will divert automatically to the mobile number of the person on after-hours duty who can assist you.

### 3 EMERGENCY PROCEDURES

#### 3.1 GENERALEMERGENCYPROCEDURES

In the event of an emergency:

1. Call 000 to report the emergency to the proper authority,
2. Call the Building Manager on 0425 768 822 if the event has occurred during hours when the he/she is on duty,
3. Provided it is safe to do so, assist any person in immediate danger.

In the event of a cardiac emergency, a cardiac defibrillator is attached to the wall inside the western mail box area on the ground floor (Photo 2).



**Photo 2 Defibrillator beside mail boxes**

#### 3.2 FIREPROCEDURES

The building is fitted with Fire Alarm and Sprinkler systems.

There are smoke detectors fitted in each apartment. The smoke detectors sound only in your apartment; they are not connected to the building's central fire alarm system.

The smoke detectors in apartments are connected to the building's electricity supply and they also may have a battery that acts as a backup power supply.

It is the responsibility of owners to ensure that smoke detectors are operating properly and replaced when they have reached the end of the operating life.

If the central fire alarm system detects a fire, it sends out a steady "beep beep" alert signal

to provide a warning that a fire has been detected and an evacuation of the building may be necessary.

If an evacuation is required the central system will send out a high-pitched alarm that starts sounding on the floor where the fire has been detected and then cascades through the entire building.

**When the evacuation signal sounds all residents and visitors must immediately leave the building via one of the Emergency Exits (two on each floor) that are indicated by an illuminated green "EXIT" sign, which includes a directional arrow where necessary.**

**DO NOT USE LIFTS IF THE FIRE ALARM HAS SOUNDED.**

The building has two main fire escape stairwells that serve as fire exits from all upper floors. Each stairwell has an entry door on each floor so there are two fire escapes from each apartment level (Photo 3, Photo 4). One main stairwell leads to the main lobby (Photo 5) and the other to the rear of the building (Photo 6).

You will notice the air pressure and noise when you enter the stairwell. The stairwells are pressurised by fans on the roof when the fire alarm is triggered. This is normal and is intended to keep smoke out of the stairwells. The stairwell pressurisation fans will turn off when the fire alarm is reset.

There is a third stairwell in the south east corner of the lower level carpark that connects that level to an exit door located in the ground floor of the carpark.



**Photo 3 and Photo 4 Doors to stairwells**



**Photo 5 and Photo 6 Exit doors**

**Once you have left the building, it is important that you move to and stay near the assembly points which are at the front of our building for those exiting on to St Kilda Road and at the corner of Lorne St and Queens Lane for those exiting from the rear of the building.**

If you, or someone staying with you, may not be able to exit the building via the stairwells in the event of an emergency then please advise the Building Manager as soon as you are aware of that situation so the Building Manager can update records that are given to the Fire Brigade.

Under no circumstances should any resident or guest interfere with any of the fire safety equipment located throughout the building except to deal with an emergency situation.

Do not interfere with sprinklers that are located in every apartment (sprinklers are activated by heat).

Please be particularly careful not to damage sprinkler heads when moving tall items around common areas or within your apartment. If sprinklers are activated by mistake the Fire Brigade will attend and they may charge the apartment owner for the call out.

Do not place anything in stairwells.

The fire alarm system is checked every month before which an announcement is made through the building's public address system.

If you have any questions about the fire alarm system or the above procedures then please contact the Building Manager.

## **4 COMMON PROPERTY**

Common Property means all parts of the building and grounds which are not privately owned apartments, apartment balconies, car parking spaces or storage lockers.

Residents are not permitted to store any items on Common Property, particularly outside apartment front doors, in the lobby areas, in the stairwells, or in the car park.

Smoking is not permitted on Common Property, which includes the gardens, the carparks and the area around the main front door.

The Owners Corporation is responsible for the upkeep of all Common Property. If you become aware of any damage to Common Property please report the details to Building Manager on duty as soon as possible.

## **5 VIDEO RECORDING**

The security of the building and its residents is enhanced by the use of a video recording system. Cameras are placed throughout common areas of the building to continuously record activities in several key areas. The main entrance, the carpark entrance, areas around recycle bins in the carpark, the lifts and the gym, are some of the areas under permanent video surveillance.

## **6 BEHAVIOUR WITHIN THE BUILDING**

All residents are entitled to the quiet enjoyment of their apartment without undue or excessive interference from other residents and/or their guests.

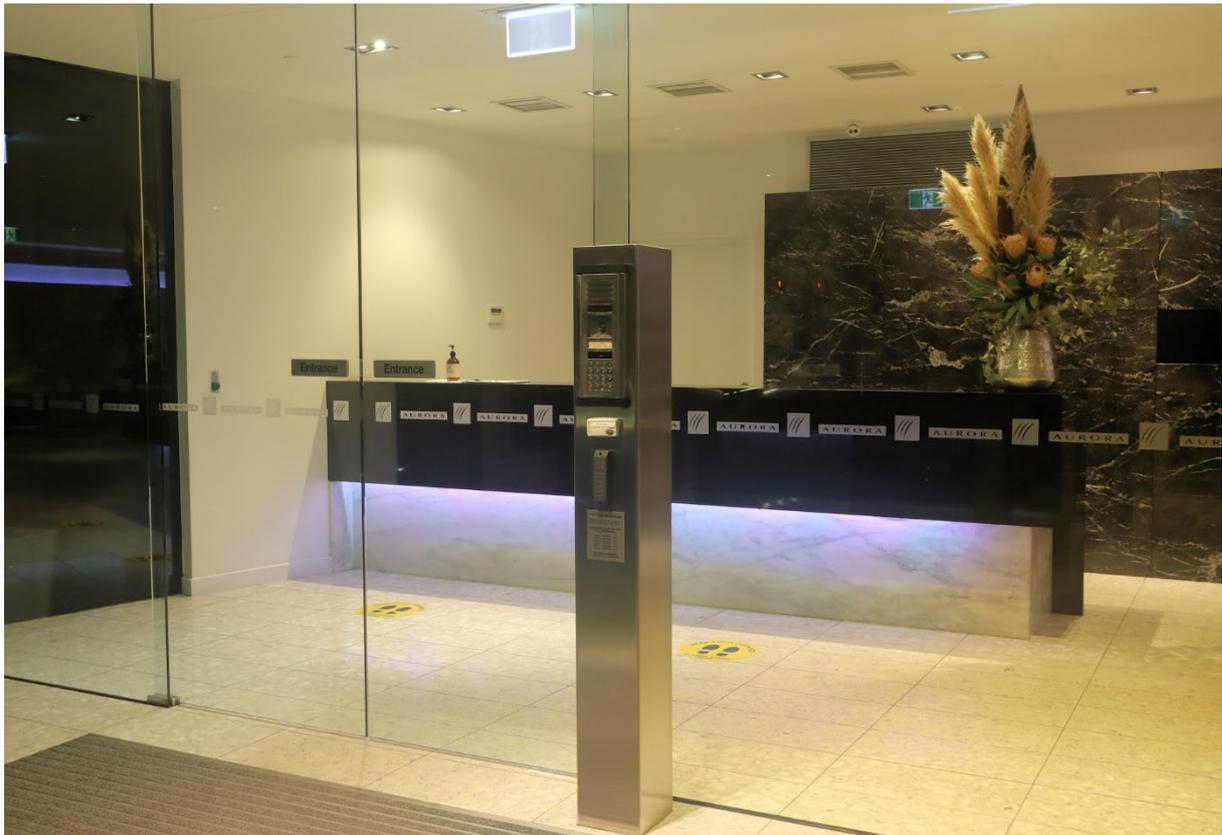
Residents are requested to be aware that sound may travel through walls, ceilings and floors and consider the rights of all relevant neighbours within the building when setting the volume of sound equipment, TV's, etc.

## **7 ENTRY TO THE BUILDING**

Access to the building and to your particular apartment floor is controlled by an electronic security system.

Each apartment is issued with two RFID's (Radio Frequency Identification Device) in the form of a card or a fob. (Additional devices can be ordered via the Building Manager for a fee).

The RFID's are programmed to allow personal access to the building via the main front door (Photo 7) and then lift access to the particular floor on which your apartment is located.



**Photo 7 Main entry**

The RFID's also allow car entry to the carpark from Queens Lane and personal access to the lift lobby on which your carpark is located, both via the carpark door and via the lifts.  
The Building Managers' office maintains a register of all RFID's that are active.

From time to time an audit of all active RFID's is conducted to check that they are all under the control of an authorized person. At the end of the audit process any RFID that is not identified as being under the control of an authorized person is deactivated and will no longer provide access to the building.

## 7.1 RESIDENT ENTRY VIA MAIN DOOR

Residents entering the building through the main doors are required to use their RFID to open the inner pair of sliding doors to enter the foyer and then again in the lift to select their floor.

Please do not allow anyone you do not know to tailgate behind you when you enter the building or, if that has happened, please report the incident to the Building Manager.

## 7.2 RESIDENT ENTRY VIA CARPARK

Residents entering the car park from Queens Lane (Photo 8) are required to use their RFID to open the boom gate at the carpark entrance (Photo 9).

If your allocated car park space is on one of the upper levels then the same swipe of the RFID that opens the boom gate also opens the sliding gate to the upper level car park and you can proceed directly to your car space.

If your allocated car park space is in the lower level car park then you proceed through the visitor car park to the post (Photo 11) near the roller door (Photo 10) to the lower levels and use the RFID again to open that door before proceeding to your car space.

The RFID is also used to open the door from the residents' car park to the lift lobbies and again to select the apartment floor in a lift.

The carpark entry boom gate and the security gates are important parts of the building's security system and therefore it is forbidden to tailgate or to permit tailgating (meaning that a second car follows without using an RFID).

If you observe a car tailgating then please report the incident to the Building Manager on duty.

Carpark spaces are for the parking of cars, motorcycles, bicycles and the like. Residents are required to keep their car space clean and tidy. Car spaces are not to be used for the storage of general items.

General items may be stored inside storage rooms or specially constructed storage containers as approved by the Owners Corporation



**Photo 8 Car park entry**



**Photo 9 Intercom**



**Photo 10 Lower ground car park entry**



**Photo 11 Lower ground carpark access**

### **7.2.1 CARPARK SPEED LIMIT**

To ensure the safety of all, please observe the posted speed limit of 10 kph in the carpark.

Please minimize the risk of collisions in the carpark by turning your headlights on when you are driving in the carpark.

### **7.3 VISITOR'S ENTRY TO THE BUILDING**

Residents can use the monitor in their apartment to grant visitors access to the visitor car park, if they arrive in a vehicle, the main entrance at the front of the building and also to their particular floor via a lift.

There is a camera and keypad console located at the front entrance and another at the carpark entrance in Queens Lane.

Visitors who arrive at the main entrance are required to enter your apartment number via the keypad near the front door and then press the "bell" symbol.

A buzzer will sound in your apartment, an image of your visitor will appear on your console monitor and you will be able to talk to your visitor via the handset.

Pressing the bottom button on the console (key symbol) will open the front door.

Pressing the top button on your console (dot symbol) will allow your visitor to take a lift to your apartment floor only; not to any other floor.

Pressing both the top and the bottom buttons simultaneously will open the front door and provide lift access to your floor.

A visitor, who arrives by car, can use the keypad at the carpark entrance to notify you.

A buzzer will sound in your apartment, an image of your visitor will appear on your console monitor and you will be able to talk to your visitor via the handset.

Pressing the bottom button on your console will raise the boom gate which provides access to the visitor's carpark only; not the resident carpark levels.

Your visitor may then park their car in the visitor's carpark and walk to front door via the path on the south side of the building.

### **7.4 VISITOR CARPARK.**

There are 23 spaces reserved for visitors. Visitor spaces can be reached by driving down the ramp directly in front of the carpark entrance and turning right. All the spaces located on the ground floor are for visitor parking only.

The visitor carpark spaces are for the use of genuine short-term visitors only.

Residents are not permitted to park in the spaces reserved for visitors.

Visitor's cars may be parked overnight without a permit but a permit is required for stays of two days or longer. Visitor Parking Application forms are available from the Building Manager. The maximum time for which a visitor's carpark permit may be issued is 28 days.

The Owners Corporation Committee reserves the right to refuse the issuing of a permit if it has reason to believe that the system is being abused.

Cars that park in the Visitors' Carpark in contravention of the building rules (including cars belonging to residents parked for a short time) are liable to attract a parking fine from the City of Port Phillip.

## **8 BALCONIES**

Residents are required to consider the safety of those below them as well as the overall safety and appearance of the building when deciding what to store on, and how to use, balconies.

Outdoor furniture and pot plants are permitted on balconies; please take all reasonable steps to prevent water overflow from watering pot plants from falling onto the apartment below.

Storage of items such as storage boxes, bicycles, clothes drying racks, on balconies are not permitted.

Laundry, towels and clothes are not permitted to be hung over balcony balustrades nor to be hung in any way that is visible from the street or other apartments.

Cigarette butts are a fire hazard and must not be discarded from balconies nor left in open ashtrays as they may be picked up by the wind and carried to other apartments or onto the garden. We recommend the use of closed ashtrays on balconies.

Balconies are to be kept tidy and no loose items such as clothing and other lightweight items are to be left unattended on balconies as they may be lifted by the wind.

A barbeque may be stored and used on a balcony provided a responsible adult is always in attendance whilst it is operating and provided the barbeque is at least 50 cm away from any wall that forms part of the outer walls of the building.

Bird droppings are unsightly and cause damage to building surfaces therefore Residents are encouraged not to do anything that encourages birds to come onto balconies; in particular feeding them.

Please inform the Building Manager if birds are roosting on your balcony so appropriate action may be taken to remove them.

### **8.1 STREET VIEW**

Residents in apartments with windows facing the front of the building are asked to consider the appearance of the building from St Kilda Road and not to leave items that are not in keeping with the overall appearance of the building in view, whether on a balcony or inside the apartment near the front window.

## 9 BICYCLES

Bicycles may be taken to apartments but are required to enter and leave the building via the carpark and not via the main foyer.

Bicycles and motorcycles are to be stored within parking bays or inside storage rooms; bicycles, in particular, should be properly secured to prevent theft.

## 10 PETS

Pets are to be carried or kept on a leash whenever they are on Common Property.

Pets are not permitted into the Gym/Pool area or on the lawns and gardens of the building.

Visitors are permitted to bring pets into the building but the Owner or Resident who they are visiting is responsible for any damage caused by the pet

Pets that are left unattended in apartments may cause noise, and therefore in consideration of those around them, pet owners are requested to ensure their pets are not left alone in apartments.

## 11 RESIDENT FACILITIES

### 11.1 CAR WASHING FACILITY

The car wash bay located on the ground floor of the carpark, is for use by residents only (Photo 12).

The car wash bay is equipped with a high pressure water gun on a retractable hose; power to the gun is activated by pressing a timer button on the wall which allows the gun to operate for 15 minutes.

Residents are required to bring their own buckets, washrags, etc.

No car is permitted in the car wash bay area unless it is being washed; any unattended vehicle left in the car wash bay is subject to a parking fine by the City of Port Phillip.



**Photo 12** Car wash facility

## 11.2 SWIMMING POOL/GYM/SAUNA

The operating hours of the gym and swimming pool are 6:00 am to 10:30 pm every day; your RFID will not open the door to the gym outside those hours.

Please observe the rules of the gym, swimming pool and sauna that are displayed in the area.

The TV in the gym, which is controlled from a panel on a nearby wall, is muted but you can listen to programs by tuning to 87.9 on an FM radio.

The gym is solely for the private use of residents and their guests. Residents may invite trainers into the gym for training sessions, however trainers who are Aurora residents may not use the gym to train non-residents.

## 12 RUBBISHREMOVAL

There are four ways to dispose of rubbish, depending on the type and size of the materials.

### 12.1 GENERALHOUSEHOLDRUBBISH

General household rubbish should be collected in a plastic bag and placed in the rubbish chute (Photo 13) that is located on each floor inside the stairwell entrance on the west side of the building.

The bag should be closed by a drawstring and be small enough to easily slide down the chute. which leads to a rubbish compactor that is located on the ground floor. Do not force large bags into the chute.

**Please do not place any loose rubbish in the chute.**

Please do not force any cardboard boxes into the chute, as these will block the system.

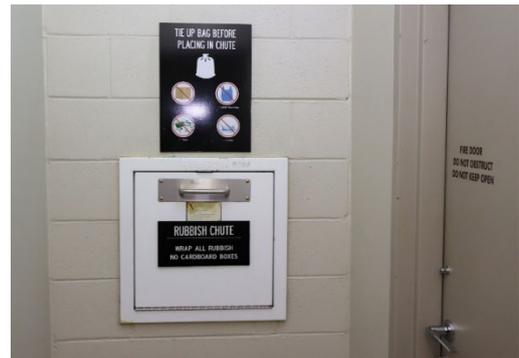
Please do not place any light materials into the chute as they will be drawn up and block the ventilation system designed to prevent bad odours from entering the building.

### 12.2 RECYCLE

Small recyclable items should be placed into one of the green recycle bins that are located on each of the building's parking levels. Recyclable items must not be packed into plastic bags but placed directly into the recycle bins. Please place empty plastic bags in the bin provided.

Space in the recycle bins is limited so please collapse boxes before putting them into bins.

The green bins are for small recyclable items only; there are other facilities provided for hard rubbish and large cardboard boxes. (see below).



**Photo 13 Rubbish chute**

### 12.3 HARD RUBBISH AND LARGE CARDBOARD BOXES

There is one large skip for hard rubbish and another one for large cardboard items located on the ground floor near the entrance to the lower ground carpark at the south end of the building. (Photo 14)

Please ask the Building Manager to show you the location of these bins.



**Photo 14** Hard rubbish bin and cardboard bin

### 12.4 DONATIONS TO CHARITY

Donation bins for clothing and small items that you may want to donate to charity are located in the second level carpark.

Charities have advised us that although they are grateful for donations, the charity bins should not be used to dispose of old worn out garments that are no longer wearable.

If you have furniture that you would like to donate then please contact the Building Manager who can arrange for short term storage and collection.

## 13 FURNITURE/LARGE ITEM MOVEMENTS

Aurora has only one lift suitable for movement of furniture and large items so reservation of that lift is a requirement, both to avoid conflicts between residents wanting to move on the same day and because protection pads need to be set up in the lift before a move starts.

An application for a furniture/large item movement should be sent to the Building Manager at least 48 hours before the intended move.

Furniture and large items are to be moved in and out of the building via the loading bay and the ground floor carpark; not via the main entrance nor via carparks and lift lobbies.

Hours for furniture/large item movements are:

|                           |                    |
|---------------------------|--------------------|
| Monday to Friday:         | 9:00 am to 4:00 pm |
| Saturday:                 | 9:00 am to 1:00 pm |
| Sunday & Public Holidays: | Not permitted      |

Removalists are required to provide evidence of insurance to the Building Manager prior to operating within Aurora and the person initiating the move is required to accept responsibility for any building damage caused by the removalist.

Please note that the internal dimensions of “Lift 2” are as follows:

|                     |          |
|---------------------|----------|
| Door Width:         | 1,000 mm |
| Compartment Length: | 2,000 mm |
| Compartment Height: | 2,200 mm |

The maximum length of a piece that can be loaded into the lift along the diagonal is 2,700 mm.

Special arrangements need to be made for items that are too long to be loaded into the lift.



**Photo 15 Lift for furniture and large items**

## 14 INSURANCE

The Owners Corporation is responsible for the insurance of the building and common property. Apartment owners can find some information about insurance cover in the minutes of the latest AGM or contact the Owners Corporation Manager for more information.

Apartment owners are responsible for insurance of the contents of their apartments that includes the air conditioning equipment and ducting inside the apartment.

The Committee encourages apartment owners to have contents and public liability insurance.

Any Owner who requires more information about the definition of contents or any other technical information related to the cover provided by building insurance should contact the Owners Corporation Manager.

## 15 BUILDING

### 15.1 RESPONSIBILITY FOR WATER LEAKS

Apartment owners are responsible for any damage caused by a water leak originating in their apartment. For example, if a washing machine hose breaks and the resulting flood causes damage to another apartment then the Owner of the apartment with the broken hose is responsible for the repairs to the other apartment.

For this reason, it is suggested that apartment owners pay particular attention to the maintenance of floor drains, tile grouting, washing machine hoses, etc.

In the event of a broken hose within an apartment then the first step should be to turn off the water to the broken hose, but if that is difficult or impossible then the water supply to the whole apartment may be turned off by closing the appropriate valve in the riser cupboards located in the hallways of each floor (Photo 16).

Each riser cupboard is labelled “Hot & Cold Water Valves” (Photo 17); each valve is labelled with an apartment number (Photo 18).

The cupboards are locked but may be opened with the same key that provides access from the stairwells to the relevant apartment floor.

All residents should check that that they have the key that opens the door from the stairwells to their floor and know how to locate the water valves to their apartment.



**Photo 16 Hot and cold water valves**



**Photo 17 Riser cupboard**



**Photo 18 Apartment number on hot water pipe**

## 15.2 APARTMENT RENOVATIONS

Renovations within apartments are permitted.

Please contact the Building Manager to receive a more detailed explanation of renovation requirements.

Prior to the commencement of renovations, the apartment owner is required to submit all relevant and necessary permits, approvals and consents to the Owners Corporation for approval and no work is to commence until that approval is granted.

It is the responsibility of the person authorizing the works to ensure that the amenity of other residents is not reduced by the works needed to complete the renovation.

The Owners Corporation must approve any work to apartment walls, floors and ceilings that may change the characteristics of those surfaces in a way that may affect the rights of neighbours.

In particular, owners should carefully consider the possibility of any change to noise insulating properties, especially as the result of installation of hard flooring.

The Owners Corporation may require any renovation to be modified or reversed if it receives complaints of increased noise or other problems caused by a renovation.

If you are considering a renovation that may affect the amenity of your neighbours, please seek further information from the Building Manager.

Tradesmen doing work inside apartments are required to move large tools and materials through the loading bay not through the front door or through carpark lift lobbies.

Any activity that transmits noise beyond an apartment (power tools, hammering, etc) is only allowed between 8:00 am and 5:00 pm on weekdays (not on weekends at any time).

Emergency repairs are permitted at any time.

APPENDIX 1 RECYCLING



# weekly recycling collection



Bins must be on kerbside by 6 am on collection day.  
Recyclables outside the bin will not be collected.

 **Accepted items**

Accepted recyclable items may change over time, so please check our website for the latest updates and to download our latest recycling poster.



 **Please do not bag recycling items**

 **Not accepted items**



Batteries or car parts

Food waste



Biodegradable plastics (BioPak)



Gas cylinders



Broken crockery or glass



Green waste



Building materials



Nappies



Clothing, shoes and toys



Plastic bags or wraps



Cooking oil, engine oil or chemicals



Styrofoam and coffee cups



Syringes



Electronic waste



Waxed or laminated cardboard

February 2021

📞 ASSIST 03 9209 6777    🌐 portphillip.vic.gov.au

## APPENDIX 2 EMERGENCY PROCEDURES

### EMERGENCY NUMBERS

Fire / Ambulance / Police **000**

Building Manager **0425 768 822**

After Hours **03 9246 6555**

### EVACUATION AREAS

**Evacuation Assembly Area  
for front exit**

**Front of 594 ST KILDA ROAD**

**Evacuation Assembly Area  
for rear exit**

**Corner of QUEENS LANE  
and LORNE STREET**

### EMERGENCY ALARM

#### ALERT ALARM

**Beep – Beep – Beep**

- 1 Get ready for evacuation
- 2 Follow instructions

#### EVACUATION ALARM

**Whoop – Whoop – Whoop**

- 1 All persons must leave the building
- 2 Follow instructions
- 3 Go to the evacuation area; Wait for the All Clear message

### WATER AND GAS LEAKS

- Residents should immediately isolate the specific service in the riser cupboard using stairwell key
- Contact Building Manager or After Hours Emergency number for further assistance

### FIRE AND SMOKE

- Alert other persons and those in nearby Apartments
- Rescue any person in immediate danger IF SAFE
- Fire Brigade will be automatically alerted if the fire alarm is set off
- If fire alarm is not activated call Emergency Services on **000**
- Close doors to prevent smoke and fire spread
- Follow instructions
- Control the fire with fire blanket, extinguishers or hose reels IF SAFE
- Evacuate the building if the evacuation alarm sounds
- DO NOT use lifts during emergencies
- Fire extinguishers and hose reels are located in lift lobby cupboards
- Fire hose reels are located on car parking levels

### CIVIL DISTURBANCE

- Stay calm
- Secure premises from threat if possible
- Do NOT aggravate person or persons causing disturbance
- Contact Police on **000** if assistance required
- Contact Building Manager if on duty
- Take photos of persons involved if safe to do so
- Follow instructions from Building Manager / Emergency Services

### MEDICAL EMERGENCY

- Remove person from danger if safe to do so
- Call others for assistance
- Call Ambulance on **000** – specify nature and exact location of emergency
- Render first aid if qualified – there is a defibrillator on the ground level beside the mail boxes
- Notify the Building Manager if on duty
- Stay with person and provide reassurance

**NOTE:** The Building Manager should be made aware of any mobility impaired persons residing in the building

### ALL EMERGENCIES

- Do take notice of all announcements
- All occupants and visitors are to evacuate when directed – taking personal items only (car keys, wallet, mobile phone, etc ) with them
- DO take your door key and the key to the stairwell door
- DO take your mobile phone
- Turn off stoves and appliances
- DO alert neighbours
- Do NOT drive vehicles into or out of the building
- All persons must remain at the nominated assembly areas until the Building Manager or Emergency Services have given the “All Clear”

**ALWAYS STAY CALM  
DON'T PANIC**