FROM HERE TO THERE
Our Circle
Dairy Road Building 3 Tenant Handbook

CONTENTS

Please consider this handbook your go-to guide for everything related to Dairy Road and for specific contacts. This information will change over time as the site and processes evolve; we will update it as this happens.

MOLONGLO

Canberra, Melbourne, Athens, London   +61 2 6171 8400   molonglo.com

Our vision for Dairy Road is to create an interconnected and diverse neighbourhood that slowly emerges over the next 10 to 15 years. It is a place that allows for work, play and different types of living, engulfed by open spaces and cultural meeting places. The overarching philosophy of this place is one of care, kindness, generosity and ecological thoughtfulness.

Dairy Road will protect the wellbeing of the environment for future generations. This place will strive to generate more renewable energy on-site than it consumes, capture more water than it uses, and treat more waste than it generates. We hope to make it a place that is simple for you, as a tenant, to reduce your impact on the environment. Over the short and long-term, we ask that you work with us to accomplish specific goals that will allow us to collectively meet these objectives.

We ask that you respect and protect this site and the neighbouring Jerrabomberra Wetlands at all times. We also ask that you consider your impact on the environment in relation to the products you make and use on-site, how you manage your waste and your everyday operations.

OPERATING HOURS

6.30AM–8PM
7 days a week

SECURITY AND ACCESS

Dairy Road uses Gallagher and Salto control systems to provide access to the precinct. This system controls the entry gates/doors open hours and your 24/7 precinct access. Please follow this link to set up your account.

If you would like to extend open hours for the common areas, please contact:

Raine and Horne
reception@rhccanberra.com.au and cc
fm@molonglo.com

For your own security, we recommend re-keying your space after you move in.

DELIVERIES

All tenants are required to use a private GPO box. We are working on having a central mail point installed in the near future.

WASTE

You'll be provided with a designated area for your waste storage and collection.

It is your responsibility to organise your own waste bins and arrange for collection during your tenancy.

We recommend contacting Alex at Canbiz alex@canbiz.com.au to take advantage of Molonglo's agreed rates with Veolia Waste Management.

Please ensure your bins are kept tidy within the waste enclosure allocated for your space.

The precinct has two common waste areas as a trial for collecting alternate recycling streams that may be impractical for sole tenants. If you are interested in participating in any of the recycling programs below, please discuss with your Property Manager.

- Container Deposit Scheme (free charity service with material donated to OzHarvest)
- Clean Clear Soft Plastics
- Battery Bucket
- E-Cycle
- Pallet Recycling
- Planet Ark Printer Cartridge Recycling
- Expandable Polystyrene (EPS) Recycling

GETTING HERE AND AROUND

We are petitioning for public transport to connect Dairy Road and we are rolling out bike racks across the site.

Two electric car chargers are available at Building 2 on a first come, first served basis.

All car parks are available to the public on a first come, first served basis except for those clearly marked as reserved.

You can find a map of the car parks closest to you here: dairyroad.com.au/tenants-and-map

Both electric and pedal shared bicycles are available for rent: shareabike.com.au

Neuron E-scooters are also available in the area: rideneuron.com

UTILITIES

Electricity
Based on where you are at Dairy Road Building 3, there are two ways in which electricity is consumed:

1. Your electricity use is metered individually and will be charged to you directly. These meters need to be transferred into your name within the first week of your tenancy. As with your home electricity, you have a choice of provider.

OR

2. Your tenancy has a shared retail meter. This means we will manage your meter and provider and will charge you as part of your outgoings.

Gas
Dairy Road has an embedded gas network which means you do not need to connect this yourself.

Your gas will be metered individually and this will be billed to you as an outgoing cost.

Internet
You'll need to connect to the internet in your space. Currently, the following suppliers are available at Dairy Road:

- TPG
- iinet
- Telstra (in some buildings, depending on capacity)
- More NBN providers are coming soon.

Water
Dairy Road has an embedded water network which means you do not need to connect this yourself. Your water will be metered individually and this will be billed to you as an outgoing cost.

Liquid Trade Waste

- Dairy Road operates as part of the Icon Water sewer network. This means that all tenants need to be compliant with the Icon Water Liquid Trade Waste requirements.
- All Non-Domestic Discharge to sewer agreements are to be made between Icon Water and the Landlord according to Icon Water Standards. It is an obligation for the Tenant to provide the required documentation and declaration to accommodate their activities.
- If your operations change, for example, a change in menu for a food provider, it is your obligation to notify the Property Manager with the updated declarations and details.
- Activities that violate the Non-Domestic Discharge to sewer agreement between the Landlord and Icon Water are not permitted on-site.

Water and the Wetlands

Our closest neighbour is the precious Jerrabomberra Wetlands, home to 170 bird species and a refuge for migrating birds from the northern hemisphere and inland Australia.

All of the stormwater at Dairy Road gets discharged directly into the Wetlands so please:

- Don't wash any chemicals down the stormwater drains
- Notify the Facilities Manager of any spillage immediately.

There are a number of rainwater collection tanks at Dairy Road. These are used to irrigate the common gardens.

3 Escape and Evacuation Measures

Please refer to the Workplace Emergency Response Procedures (WERP).

Your Property Manager is your contact for all matters relating to your lease, such as rental invoices and lease extensions. They can also help you with matters relating to your premises, such as common property, signage and waste.

Raine and Horne
Katrina Giugni, Property Manager
+61 2 6239 6888
reception@rhccanberra.com.au
Please cc leasing@molonglo.com

The common area and amenities at Dairy Road are managed by Raine and Horne Commercial.

Everyone who is a part of the community here plays a role in ensuring that Dairy Road is safe and well maintained for all of us to enjoy. If you see anything unusual or that needs attention around the precinct, please contact Raine and Horne at reception@rhccanberra.com.au and cc fm@molonglo.com.

If you have any queries about your common area and amenities charges, please contact your Property Manager.

Dairy Road offers free Wifi for all visitors. There is no password required; for access, terms & conditions must be accepted.

Please note, the maximum speed is 20mbps for downloads and 20mbps for uploads.

For general or non-urgent matters, please contact:
Raine and Horne
Matthew McIllhatton
+61 2 6239 6888
reception@rhccanberra.com.au

Please note, when reporting maintenance issues via email include the following subject line:

Defect | 1 Dairy Rd | Your business name | Short description i.e. Kitchen Tap Leaking

In most cases internal maintenance of the premises is the responsibility of our tenants. If there's something you're unsure about, please contact your Property Manager.

If you require urgent maintenance for matters such as a burst pipe, building security failure or other risk to life or property, please contact:

Raine and Horne
+61 2 6239 6888

If there is no response or call back within a reasonable time, please contact:

Chris Olley, Molonglo Facilities Manager
+61 432 286 655

9   After Hours Assistance

If you require after hours assistance for matters such as security issues or air-conditioning, please contact:

Raine and Horne
+61 2 6239 6888

If there is no response or call back within a reasonable time, please contact:

Chris Olley, Molonglo Facilities Manager
+61 432 286 655

It is the responsibility of our tenants to ensure the following compulsory insurances are valid:

- Public Risk and Liability Insurance
- Glass Insurance

Although not compulsory, we also recommend having Goods Insurance, along with any other insurance that is relevant to your operations.

We will require you to send us an updated Certificate of Currency annually. Initial access to the premises will not be granted until proof of insurance is provided.

The end-of-trip facilities are located in Building 3.3. These facilities include four accessible showers and are located next to the bathrooms.

You will need to request access to these on the digital access system. Please <u>follow this link</u> to set up your access.

For any issues, please refer to the contacts for access and keys above.

BUILDING DESIGN BRIEF

Building 3 is a former government warehouse refurbished by Craig Tan Architects. The design intention was to create a village inside a building – communal squares instead of corridors, places for workers and visitors to linger, a place that encourages interaction, gathering and neighbourly sharing.

BUILDING STRUCTURE AND MATERIAL (INCLUDING LOAD RATINGS)

Building 3 consists of a steel-framed structure; concrete floors; part-masonry, part-Colorbond steel walls; and a Colorbond metal roof with plastic skylights. Buildings 3.1 and 3.2 have insulated ceilings only. Buildings 3.3 and 3.4 have insulated walls and ceilings.

Load ratings are not applicable. If you wish to introduce any significant heavy items into your space, you will need to seek independent structural engineering advice. Your space is not to be modified unless prior written approval is provided. Please refer to the Tenant Fit-Out Guide for further information.

SUBDIVISION RULES

For information relating to subleasing your space please refer to the assignment clause in your lease.

ALTERATIONS TO YOUR SPACE

Your space is not to be modified unless prior written approval is provided. Please refer to the Tenant Fit-Out Guide for further information.

LIGHTING SYSTEMS

All lighting within each tenancy is operated by the tenant. Please be mindful of the environment and turn off any nonessential lights after hours.

Lighting in all common areas is on sensors and uses energy efficient LEDs.

COMMUNICATION, IT AND SHARED SYSTEMS

Free Wifi is available to visitors. See page 8 of this document for details.

There is a building music system for events, please refer to the event booking system for more information.

LICENSING REQUIREMENTS

You will require a separate licence to use any space outside your tenancy (i.e. storage, common spaces or outdoor areas). Please send requests to your Property Manager.

EVENTS

If you're interested in hosting an event or using a common space at Dairy Road, please complete this form.

LIFT DIMENSIONS AND CAPACITY

There is no lift installed at Building 3.

CCTV

A landlord-controlled CCTV system is in place (internal and perimeter) with a 30-day recording provision. Footage can only be viewed by Molonglo, its agents and the police. If a tenant requires a review or release of footage, a submission should be made to the Property Manager including the police crime reference number and details on the time range, date and areas of concern.

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Populated on a tenant by tenant basis.