



Canberra Alpine Club

Perisher Lodge Operations Manual

Version 1.9 – 20 September 2021

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1 INTRODUCTION

The purpose of this Manual is to provide information on the operations of the Perisher Lodge.

The Manual will kept up to date as circumstances change. Ideally, the Manual should be reviewed annually to ensure it includes the most current information and be readily available to members. The Operations Manual is published on the Club's website (<http://www.cac.org.au/>) under Our Club -> [Policies and Guidelines](#).

This Manual only covers standard operating procedures and members should refer to changes in operations relating to COVID-19 pandemic in the COVID-19 Management Plan available on the Club's website: <http://www.cac.org.au/essential information>

2 LODGE LOCATION

The Perisher lodge is situated at 6 Flame Robin Place, Perisher (off Burramys Road). Our closest neighbour is Dulmison Ski Lodge at the turnoff into Flame Robin Place.

3 LODGE HISTORY AND CONSTRUCTION

The A-frame Perisher lodge was constructed by Club labour in 1961 on land leased from the State of New South Wales. A new lease executed late in 2008 with National Parks and Wildlife Service (NPWS) which runs until 31 December 2028 – with three 10 year options exercisable after that. This lodge is licensed to accommodate 46 persons.

Significant events:

1983: Lodge was subject to Fire Order and upgraded plus the Level 1 Lower floor bedrooms constructed;

1998: The bedroom wing was added;

2009: Additional 12 bed licences purchased for \$245,000;

2007-2019: Lodge subject to Fire Order with substantial modifications to Manager's Flat and A-Frame: Second stairwell installed to Manager's Flat;

2021: Establishment of a Fire Asset Protection Zone (APZ) around the lodge after consultation with the NPWS.

The Lodge has many floor levels which are defined below and will be used as descriptors throughout this Manual:

- Basement – contains male & female bathroom facilities, laundry, ski room and winter access.
- Level 1 (L1) - Summer entry level including lower level bedrooms, lower access to Bedroom Wing
- Level 2 (L2) - Lounge/kitchen
- Level 3 (L3) - Lockers, upper access to Bedroom wing, second access to Manager's Flat
- Level 4 (L4) – Managers Flat
- Bedroom Wing – Upper and Lower levels

4 CONTACT INFORMATION

Maintenance:

Plumber: Snowy River Plumbing and Gas Service

Jason Moore, Mobile 0402 236 564, email Alex@oceandreams.com.au

Electrician: Alex Machin Electrical

Alex Machin: Mobile: 0421 226 431 or Phone: (02) 6456 2614, email Alex@oceandreams.com.au

Fire Services: Alpine Fire Services

Alex Machin: Mobile: 0421 226 431 or Phone: (02) 6456 2614, info@alpinefire.com.au

Appliances: Alex Andrich Jnr, Berridale Appliance Services, Mobile 0428 110 428 or Phone (02) 6456 5234

Builder: Mick Hudson, Hudson Plastering, Mobile 0403 909 974

Gas: Elgas Phone 131 161 National Parks and Wildlife Service:

After hours & emergencies 1800 629 104

Perisher Valley (02) 6457 5234

Admin Officer (and Bookings):

Sarah 0499 257 463 (0499 ALPINE)

CAC Perisher lodge (02) 6457 5225

CAC Jindabyne lodge (02) 6456 2330

5 ACCOMMODATION INFORMATION

The Perisher Lodge is licensed to accommodate 46 people which includes 2 beds for the Winter Managers who reside in the upstairs Managers loft during Winter.

The Lodge has en-suite rooms and standard rooms with shared bathroom amenities. The Lodge is a non-smoking, self catering lodge and is open all year round.

Each room is supplied with pillows and doonas only, and members and guest must supply their own bed linen (sheets and pillow cases) and towels. If needed, spare blankets are available in the linen storage area.

The Lodge has one large fully equipped kitchen, a large communal dining room and lounge, a laundry with a washing machine and drier, one drying room for boots and two for clothing, and a ski waxing area. Ski storage is available on the lower level. Members can store skis during their stay at no cost, or secured ski storage is also available for annual rental. Lockers to store non-perishable food items

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may be also rented. Members are to enquire with the Administration officer on availability of lockers or secured ski storage.

No catering is provided, except for internal club advertised fully catered events. Members and guests will need to bring a supply of food for their stay. Some condiments, oil, tea, coffee and sugar are provided. In the Winter season, a small supermarket is open in the Perisher Valley Ski Tube Terminal. During the Summer season the nearest supermarket is in Jindabyne, approximately a 40-minute drive from the Lodge.

Two gas BBQs are located on the North Deck for use all year round.

The Club does not provide internet or Wi-Fi for general use. There is a Wi-Fi modem that is used for the on-line booking tablet in the entry foyer and with the PV inverter located in the new wing ground floor entry. Cellular coverage from the main carriers is usually acceptable.

5.1 BOOKINGS

The Club has an online booking system, generally called the CDBWeb. Information on the booking system and user guides are available on the Club's website under Bookings:

https://www.cac.org.au/?page_id=681

Bookings or enquiries may be made directly with our Admin (Bookings) Officer. Contact details are:

Booking Officer – mobile 0499 257 463 (0499 ALPINE) or cac.office@cac.org.au. *(It should be noted that the booking officer only works part-time.)*

The booking rules are outlined in the By-laws and current accommodation rates are published in the Club's Newsletter - Frozen Acres. This information is also published on the CAC website (<https://www.cac.org.au/>) with various links to relevant pieces of information under "Our Club".

5.1 BOOKING TABLET

A booking Ipad Tablet is installed in the entry foyer for use by guests to check the current bunk list. It is connected to the CBD booking system by a Wifi modem which is situated above it. Problems should be reported to the Administration Officer after checking the WiFi connectivity first.

5.2 DOOR CODE

The door code to open the Lodge's main entry door is provided by the Admin Officer with each booking confirmation. Members should have this information handy on arrival and during their stay.

The door code is changed on a periodic basis.

5.3 CHECK IN / CHECK OUT TIMES

The Check in time is 2.00 pm and Check out is 10.00am all year round.

Members and guests may only access their rooms, food lockers and fridge space if they have been vacated otherwise they can leave their packed luggage temporarily on the lower level benches.

Members and guests may leave their packed luggage temporarily on the lower level benches or on departure day to pick up prior to leaving.

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5.4 PARTY LEADER

At times when there is a group or several groups staying at the Club lodge, one member shall be appointed as a Party Leader with responsibility for the harmonious functioning of the lodge. An outline of the role and duties of a Party Leader are set out in a separate document available on the Club's website - Party Leader duties.

5.5 SMOKING

In accordance with the Club's By-Laws, smoking is prohibited in the Lodge.

6 WINTER

6.1 RESIDENT LODGE MANAGER

The resident Lodge Manager is generally in winter residence between the June and October long weekends. They have responsibility for carrying chores during the Winter season, the full list of duties is set out in the attached duty statement (Refer to [Attachment A](#)).

There is no access allowed for members and guests to the Lodge Managers flat without prior approval.

6.2 ROAD ACCESS

During the Winter season, from the beginning of June long weekend to the close of the October long weekend, the access road to the lodge will be closed off. Depending on the snow season and prevailing conditions, access may be closed off earlier or later.

The NPWS maintains the snow-covered internal roads within Perisher Valley, Smiggin Holes and Guthega using snow groomers to groom the surfaces and provide safe access to lodges and other places. For information regarding road status within Perisher Village and other alpine resorts, please contact the NPWS office on (02) 6457 4444.

For information on Kosciuszko Road contact the Roads and Maritime Services on 132 701.

7 SUMMER

7.1 LODGE PARKING

Parking is located outside the lodge on Flame Robin Place. Except for unloading/loading vehicles members and guests should not leave their car parked in the driveway, as this blocks access for others entering or exiting the lodge.

8 SERVICES

8.1 WATER

The water connection for the lodge is an underground valve situated on the south side of the area between the old and new wings near the electrical switchboard access door. There is a sign on the wall.

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Refer to [Attachment B – Building and Services Plan](#) for further details.

8.2 ELECTRICAL

The lodge has a main switchboard and two sub-boards, refer to [Attachment B – Building and Services Plans](#) and [Attachment C Electrical and Fire Service Locations](#).

The main switchboard and meter room is situated on the ground floor in the old bedroom wing corridor. The sub-boards are located:

1. On the ground floor entry to the new bedroom wing, and
2. Under the north deck. This is an external switchboard and is the original building switchboard.

Both these sub-boards control electrical and heating circuits for their respective areas.

Refer to [Attachment B – Building and Service Plan](#) and [Attachment C – Electrical services locations](#) for further details.

8.3 FIRE SERVICES

The lodge has a central Fire Panel situated in the Electrical Switch room on the ground floor of the old wing. There are no other fire panels within the lodge. The Fire Panel displays zones for different areas of the lodge and in the event of a fire or activation an alarm and light will indicate which zone. Follow the detailed contact directions on the Fire Panel. Do not call the general 000 number if the fire alarm activates.

The Perisher Lodge has a direct link “Back to Base System” between the lodge fire alarm and the Perisher fire station in Winter and the Jindabyne fire station in Summer.

NSW Fire Regulations require that all accommodation businesses must have a contracted Fire Service Provider who will be responsible for providing maintenance services and providing an alarm system between the client and Fire Brigade for fire monitoring. The “Back to Base System” is controlled and monitored by an intermediate company called Romtech who provide an instantaneous automated texting services to relevant Club Committee members such as the Secretary and Perisher Maintenance Officers (multiple) in the event of a fire alarm.

The Perisher Valley Fire Station is manned ONLY during the Winter season, from the Queen’s Birthday June long weekend until the Labor Day October long weekend.

In the event of a fire the Fire contact details are listed on the Fire Panel. Alpine Fire Safety, Jindabyne are the Club’s designated fire safety contractors. The fire panel is monitored by a company called Romtek. In the event of an alarm Romtek will notify our contracted fire contractor, the Fire Brigade and designated CAC Personnel, normally the President, Secretary and Lodge Officers, by text.

Evacuation diagrams are placed in in the doors of each bedroom and in strategic locations throughout the lodge. **The evacuation assembly area is in the carpark.** Members and guests should familiarise themselves with the evacuation points and assembly area maps posted in the Lodge.

The Club is required to submit an Annual Fire Statement (AFSS) to the relevant authorities (RFS and NPWS) each year. This report is prepared and submitted to the Club for processing each year by the Accredited Fire Service Provider (Alpine Fire Services). The Final AFSS is laminated and must legally be displayed in the Lodge, generally in the front foyer.

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The Accredited Fire Service Provider (Alpine Fire Services) is responsible for bi-annual safety inspections which involves servicing of the fire control panel, fire extinguishers, fire detectors and exit lights. Any defects in any of these items must be reported to the Fire Service Provider for rectification.

The basement has a fire sprinkler system which was installed in 2018 as part of the Fire Order rectification work.

8.4 SEWERAGE/WASTE

The sewerage connection for the lodge is situated to the north.

There is a grease trap situated to the east of the south deck which collects all kitchen waste and discharges into the sewerage system. It was replaced in 2020.

Refer to [Attachment B – Building and Service Plan](#).

8.5 HEATING

The lodge has two heating systems:

8.5.1 Bedroom wing:

The new bedroom wing has underfloor heating which is controlled from a sub-board situated on the ground floor entry to the new wing. There is a time switch at the bottom right-hand side of the electrical sub-board which controls the total underfloor heating. Each bedroom and all parts of the corridors on both floors are protected by a separate circuit breaker which are designated in the sub-board. The total underfloor heating is controlled by a main CB in the Main Switchboard.

Each room has a thermostat control which is protected by a locked plastic cover. The Perisher Winter Manager and Perisher Maintenance Officer have the master keys for the thermostat covers. The thermostat control should not be changed except under approval from the Perisher Winter Manager and Perisher Maintenance Officer. There are thermometers in each bedroom which can be used to calibrate the room temperature. Generally the rooms are kept at 17 to 19° C, although this can vary. Optimising the room temperatures is a balance between room comfort and minimizing the electricity operating costs.

The Underfloor switchboard has a time clock controller which provides an off peak heating period overnight (10pm to 7am) and mid-afternoon boost (2pm to 6pm). This could change depending upon the retail tariff. Meter Numbers 20530, 20531 and 20532 in the Main Switchboard meter panel measure the underfloor heating usage.

There is a section of the bottom corridor between the shared bathrooms, controlled by CB2, which was damaged by a water leak in 2018 is unrepairable and is out of commission. This CB must remain switched off.

8.5.2 Main building

Has fixed wall mounted electric heaters in all L1 bedrooms, L1 downstairs corridor, L2 upstairs lounge and dining room. These heaters are controlled by circuit breakers in the main switch room or the external switch board under the north deck.

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The main building heating circuit is controlled by a time switch situated on the outside right hand edge of the main switchboard. The time switch can be set for any combination of time periods or turned to ON at all times.

8.5.3 Drying rooms

The two drying rooms and the boot drying room, situated in the basement, are heated by electrical heaters that are controlled by circuit breakers in the main switch room or the external switch board under the north deck.

8.6 GAS

The lodge is supplied with LPG bottled gas for use for the gas cooktops in the kitchen and the north deck barbeque. Two gas bottles are connected at all times under the north deck, the spares are stored under the north deck and are replaced over summer.

8.7 HOT WATER

The lodge has two hot water systems:

8.7.1 Main hot water system

Comprises 4 x 315 litre electric hot water systems situated under the south deck. They supply the whole building, both the old and new wings except the kitchen, through a continuously circulating pipe system.

This hot water system is controlled by an off peak time switch situated in the main meter board. It is on an Off-Peak Control 1 tariff which operates from 10pm to 7am only.

8.7.2 Kitchen

The kitchen has its own separate 125 litre electric hot water service in the ceiling of the kitchen. Access is through the internal skylights from the lounge. It is controlled by its own circuit breaker in the Main Switch board.

The kitchen has an industrial dishwasher which heats its own hot water. It takes hot water from the kitchen HW service then uses an internal heat booster to bring up to the final temperature, approx. 80°C. It needs to be turned on at least 20 minutes before first use to allow the hot water to heat to the right temperature. It should be noted that excessive use of hot water in the kitchen for washing up limits the availability of hot water for the dishwasher and may cause it to stop and be forced to wait for the kitchen HW service to heat up sufficient hot water again.

Refer to [Attachment B – Building and Services Plans](#) for further details.

8.8 SOLAR ARRAY

A 12.9kW solar system was installed on the north roof of the bedroom wing in April 2021. The system has a 10kW Fronius Symo inverter, located in the new wing ground floor entry, and 33 off 390W solar panels. Refer to [Attachment D - Solar System](#) for further details.

9 FIRE AND SAFETY

9.1 FIRST AID

Two first aid kits are in the Lodge:

1. Dining room – on the wall at the end near the fridges
2. Lower level – on the wall near the drying rooms

The Medical Centre at the Perisher Valley Ski Tube Terminal is Open during the Winter season.

9.2 DEFIBRILLATOR (AED)

The Lodge has invested in an AED which is in a mounted cabinet in the Lounge room, attached to the north-end wall next to the sliding door.

While the AED cabinet has a flashing red strobe and an alarm screamer, it is not connected to the Emergency “back-to base-system”. **In an Emergency, call 000 for Ambulance services.** A CPR chart is affixed to the wall next to the cabinet to assist first responders.

The alarmed cabinet announces an emergency as soon as the door is opened and is useful in deterring unauthorised use.

9.3 INFECTIOUS DISEASES

Under the lease conditions, Cl 5.22, with the National Parks and Wildlife Services (NPWS), the Club is also required to advise the NPWS of an infectious disease incident in the lodge. The Club has a Covid 19 Plan which is updated regularly and can be found on the Club’s website.

10 GENERAL INFORMATION

10.1 WASTE AND RECYCLING

A regular waste and recycle collection service operates daily during the Winter season. The rubbish Members are expected to transfer all kitchen rubbish and recycling bags to the waste collection bins under the north deck. Cardboard waste is stored in the Main Switch room for disposal by the Perisher Winter Manager by skidoo at the Perisher Waste Transfer Station.

There is no waste collection service in the Summer season. Members and guests staying at the Lodge are required to dispose of their waste and recyclables at the Perisher Waste Transfer Station (behind the Fire Station).

10.2 SKI STORAGE

Long-term ski storage is available in the lodge and space can be rented on an annual basis through the Admin officer. The ski storage area is located in the basement sub-floor area and can be accessed from the ski room or the door to the right of the laundry.

10.3 RESUPPLIES

The Perisher Officer, and the resident Lodge Manager during winter, are responsible for ordering the delivery of general use supplies to the Lodge before and after the Winter season.

10.4 MAINTENANCE AND REPAIRS

During the Winter season Members and guests are encouraged to report any emergency maintenance or repair issues to the Lodge Manager or the Perisher Officer. In the Summer season, issues should be written in the maintenance/repair book or reported to the Perisher Officer if urgent or major.

Depending on the situation, some repairs may need to be held over and carried out during a lodge work party or referred to a qualified tradesman.

10.5 INCIDENTS

During Winter season, the resident Lodge Manager is required to report and manage incidents for example, problems with power, water, sewerage or equipment.

In the Summer season, members and guests should refer issues to the Administration Officer or the Lodge Officers. For emergencies use the Contact information posted on the notice board for example, plumber or electrician, or contact the relevant authority, as necessary.

10.6 STRUCTURAL FIRE INTEGRITY

Following the 2007 Fire Order served on the Club extensive internal fire prevention modifications were completed the major ones being:

- Installation of double layered 16mm fyrecheck plaster to provide fire separation between the first level and the manager's flat.
- Installation of fire doors at strategic locations.
- Installation of smoke and fire door surrounds in the old wing bedrooms.
- Installation of a fire activated sprinkler system in the basement.

There are also ember proof flyscreens on all windows.

Any maintenance or capital works should be very mindful of not interfering with any fire integrity measures.

10.7 ASSET PROTECTION ZONE (APZ)

During the 2021 summer the Club under the authority of the NPWS established an APZ in its lease area. This involved:

- the removal of all heath and woody shrubs to a height lower than 100mm. **It is mandatory that this must be maintained.** Native grasses are being encouraged in its place.
- The removal of all dead trees within the lease area and the removal of any overhanging or close proximity limbs. Unfortunately the longicorn beetle had killed most of the snow gums surrounding the lodge over the period from 2017 to 2021.

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This APZ must be maintained in order to provide the lodge fire security against its external walls. It should be noted that the lease area is generally only about 4 to 6 metres beyond the walls. Refer to [Attachment F – Asset Protection Zone](#).

It should be noted that the Club cannot cut any trees or vegetation outside its lease area without NPWS permission.

11 GENERAL MAINTENANCE

11.1 WORK PARTIES

Work parties occur during off peak season, generally held over several weekends during this period. The Lodge Officers designate suitable weekends and publish this information in Frozen Acres and members confirm attendance directly with the Lodge Officers.

Before each work party, the work party leader is to brief attendees on workplace health and safety issues prior to commencing any work. Attendees are required to use personal protective equipment (PPE) appropriate for the job, to work within their abilities or seek assistance, and to ensure they take the necessary precautions to avoid injuries to themselves or others.

Work party attendees are covered by the Club's insurance policy under its volunteer coverage.

11.2 BEDDING

Mattresses, doonas, blankets and bed linen are replaced on a rolling basis.

The year of purchase is marked on each item so their age can be monitored and replaced according to the expected life span. For example, mattresses are expected to last up to 10 years; pillows around 2-5 years.

The routine to regularly check and clean bedding occurs at work parties, and this should include cleaning pillows and doonas at least annually.

11.3 FLEXI HOSE REPLACEMENT

The recommended replacement cycle is every 5 years and their replacement are required as part of the Club's property insurance (as at May 2020). The flexi hoses in the upper wing bedroom en-suites and three shared bathrooms were replaced in July 2018.

The kitchen industrial dishwasher has flexi hoses that must be included in this replacement program.

12 STRUCTURAL MAINTENANCE

It is recommended a structural engineers report is commissioned on the whole building, particularly the structural integrity of the A Frame, on a 10 year basis as part of the Risk Management Strategy. The last inspection was conducted in 2002. The last significant work conducted in this respect is the replacement of the A-Frame wooden bases with steel and the mitigation of settlement cracks in the Bedroom Wing lower connection corridor in 2016.

13 CAPITAL WORKS PROGRAM

The Club has a Five Year (5) Capital Works Program which is updated on an annual basis by the Lodges Committee and approved by the Main Committee.

The current 5 year program is attached in [Attachment E – 5 Year Capital Works Program](#).

The Annual Maintenance program needs to be coordinated with the 5 Year Capital Program to avoid unnecessary work.

14 ATTACHMENT A - DUTY STATEMENT – RESIDENT LODGE MANAGER

General - Winter

- Provide information to guests and assist with familiarity of the Lodge.
- Liaise with the Club President if required to assist with the smooth running of lodge and act on.
- instructions given from time to time by the committee through the President or his or her delegate.
- Ensure that snow is cleared from balconies and entrances with the assistance of members; remind Party Leader if necessary.
- Keep the Lodge secure against misuse, vandalism, theft and fire.
- Carry out maintenance and repairs occasioned by normal wear and tear but not exceeding a cost of \$50 for any one item without first obtaining the permission of a Committee member.
- Liaise with the Accommodation Officer for the allocation of rooms and bunks to members and guests.
- Report and manage incidents within the lodge eg. problems with water, sewage, power or equipment. Report faults for example broken appliances.
- Pin up Bunk List.
- Establish and monitor heaters and heating
- Change gas bottles

Daily/weekly

- Vacuum and clean common areas including kitchen
- Clean floors/check rooms when vacated.
- Clean all common bathrooms and replenish supplies daily and ensuites on changeover day
- Drain and refresh dishwasher water.
- Keep refrigerators clean and functional
- Make sure kitchen is clean and tidy for the start of the day (prefer)
- Wash kitchen linen.
- Top up oil, sugar etc in kitchen – advise of any supplies needed
- Manage garbage

End of Season

- Spring clean lodge entirely including washing all bedding, doonas, covers, pillowslips, mattresses and pillow protectors.
- Clean under beds, wipe down shelves, dust sills and skirtings
- Collect lost property, wash and label.
- Clean ovens.
- Advise items needing replacement/linen etc.
- Buy enough supplies for the summer: toilet paper, paper towels, tissues, garbage bags, bin bags & chemicals (cleaning etc), coffee, tea, milo, sugar, salt and pepper.
- Supplier is Milestone Chemicals Mob: 0407 525 321.

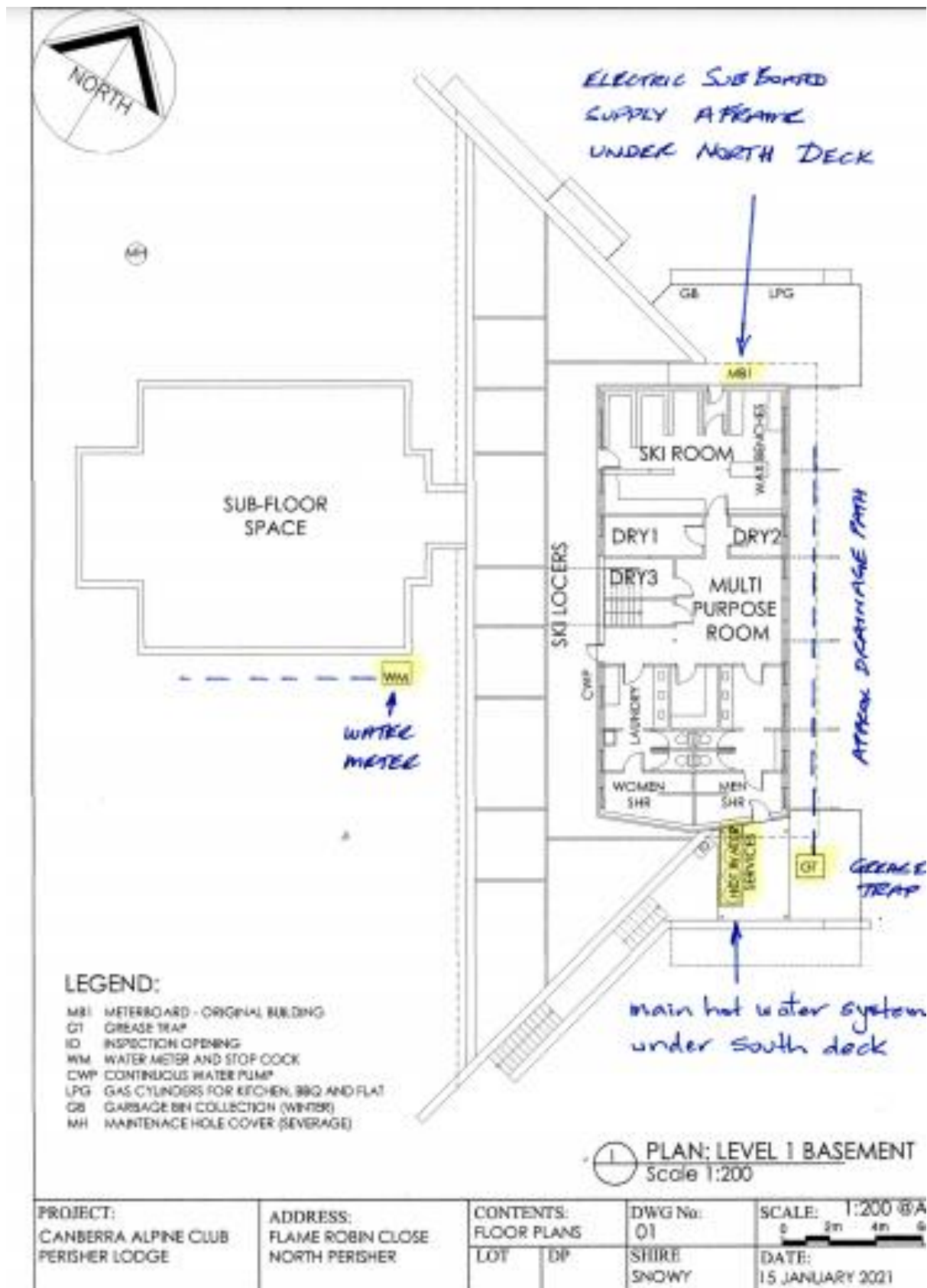
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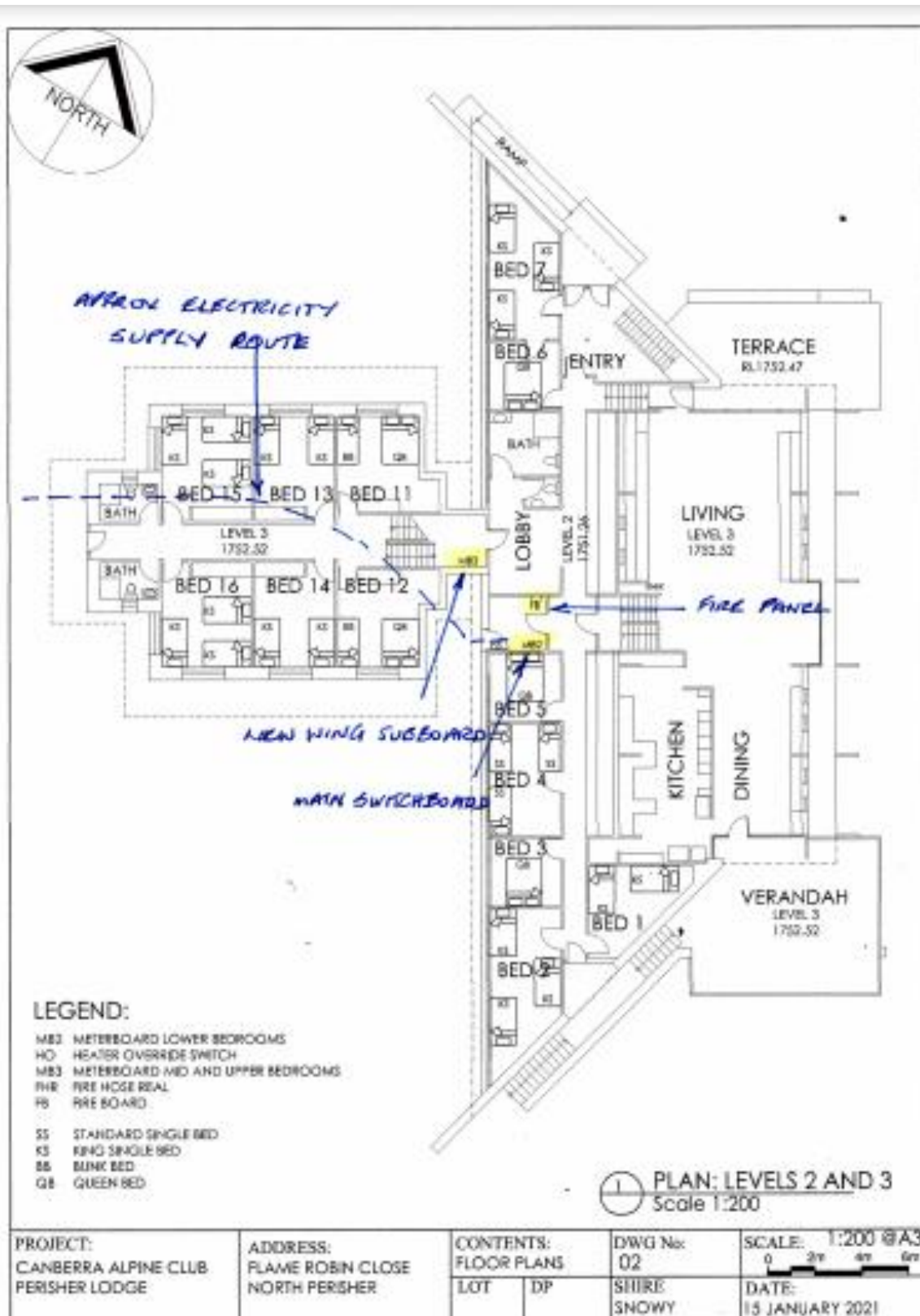
- Liaise with Perisher Officer with regard to maintenance work required.

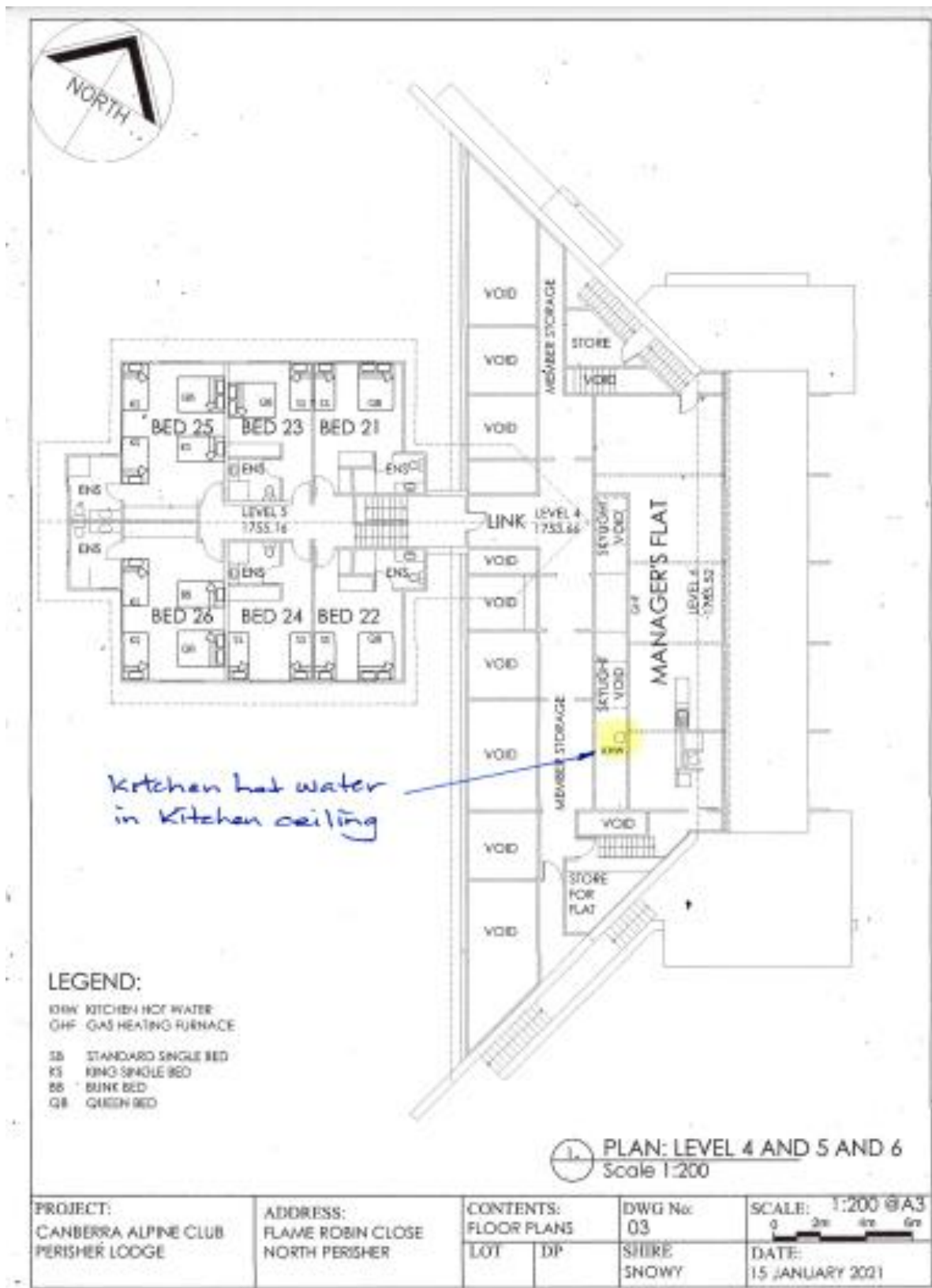
Before the season opens

- Sort and clean the building in preparation for season.
- Order for delivery: teas, coffee, Milo, sugar, pepper and salt.
- Buy supplies for the winter: toilet paper, paper towels, tissues, garbage bags, bin bags & chemicals (cleaning etc), coffee, tea, milo, sugar, salt and pepper.
 - Supplier is Milestone Chemicals Mob: 0407 525 321
- Liaise with Perisher officer/s re the purchase of any additional supplies.

15 ATTACHMENT B - BUILDING AND SERVICES PLANS









Grease trap on east side of south deck

16 ATTACHMENT C - ELECTRICAL AND FIRE SERVICES LOCATIONS



Main meter board



Fire control panel



Main switchboard in central switchroom



New wing sub-board



External sub-board situated under the north deck

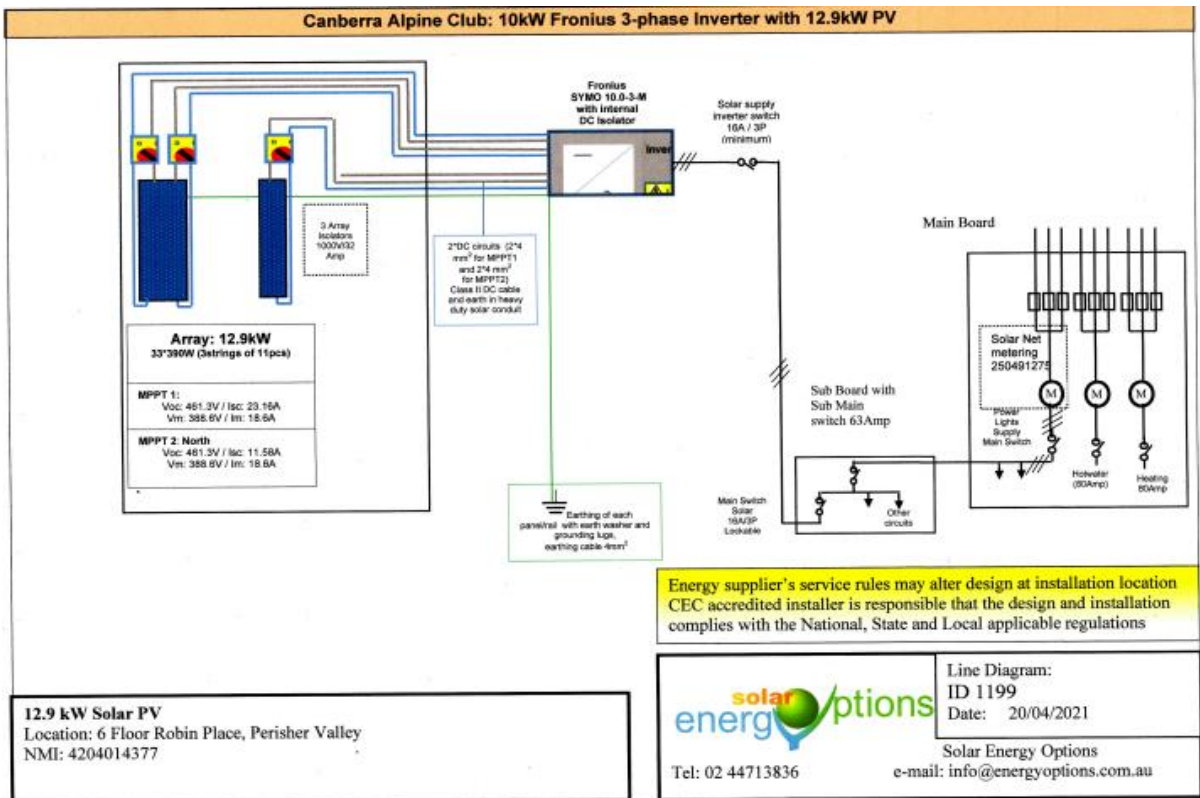
17 ATTACHMENT D - SOLAR SYSTEM

A 12.9kW solar system was installed on the north roof of the bedroom wing in April 2021. The system has a 10kW Fronius Symo inverter and 33 off 390W solar panels.



Inverter position in ground floor bedroom wing entry.





PV System electrical layout

Important Contact Numbers

Should any problems occur with your PV system please contact one of the following telephone numbers. You will be asked to describe the problem in as detailed as possible. Please record the important contact details below for future reference.

Solar Energy Options
 contact :
 Tel: 02 44713836
info@energyoptions.com.au
www.energyoptions.com.au

Invoice Number: S101....

Our Reference: ID1199

Install Date: 29/04/2021

Electrician Name : Troy Nugent 0408453354

Please retain your original invoice, Panel Serial numbers, Electrical compliance certificate and Inverter manual.

Main Equipment

- Solar PV panels: 33 (Qty) * 390 (W_{peak}) JA Solar JAM60S20-390/PR Total 12.9kW
- Inverter: 1 (Qty) * 10,000 (W_{ac}) Fronius Symo 10.0-3-M
- Mounting /Racking devices: Radiant trimdeck
- Monitoring: Fronius Solar web (subject to WiFi connection or LAN)
- Others: --

PV system technical and contact details

Service Information for Qualified Technicians

WARNING: This section is intended to provide a troubleshooting guide for qualified personnel experienced in energy conversion systems and electronics. Use appropriate electrical safety procedures when performing test which expose live electrical parts. Remember, whenever a PV panel is exposed to light it is generating electricity. Always record all steps and results in the trouble shooting process.

Avoid working on the system in wet or damp conditions.

When the PV system seems to be not operating properly, follow these steps:

• Refer to the Inverter Installation and Operation Manual:

Check the inverter display for trouble codes. Perform actions indicated by the troubleshooting guidelines.

• If the inverter troubleshooting process indicates a problem at the PV array:

Verify that there is sufficient sunlight for operation. Verify that no extraneous material has come to reside on the array. Debris must be removed. Visually check the PV array for broken modules.

• If the solar array must be further investigated: Open first all PV system related AC breakers.

Then open all PV system related DC breakers and fuses.

WARNING: The PV circuits will be “live” (during daylight hours) when the DC isolator is open. A shock hazard exists in this area.

• Verify integrity of the isolator: If found damaged or not working properly, replace with same type or other suitable isolator. Perform the Start Up procedure as per Inverter Installation and Operation Manual.

• Check open circuit voltage at each of the PV source circuits: Open all PV source circuit isolators. Under variable solar radiation conditions, perform the measurements repeatedly and rather quickly to determine consistency.

• If the voltage test indicates a problem in the PV array:

Next to inverter: Test open circuit voltage on the leads into the Inverter DC isolator

On the roof, determine the location of the Array Junction Box.

Check the connectors for all the PV source circuits.

If found to have loose connections, tighten them and re-check the voltage tests at the Array DC isolator junction box.

Locate and replace the low voltage module(s).

WARNING: Working at elevations requires safe working procedures. Consult your local Safety Regulations authority, and use recommended safety equipment.

Service technician information

(SGU) CERTIFICATE ASSIGNMENT FORM

rectraders.com.au
Phone: (03) 8370 2321 | Email: info@rectraders.com.au

Installation Date: 30/04/2021 STC Deeming Period: 1 Yr 5 Yrs 14 Yrs

Owner Details	Installation Details	Solar Panel System
First Name: <u>Peter</u>	<input type="checkbox"/> Same as Owner Details	Panel Brand: <u>Shanghai Jik Solar Technology</u>
Last Name: <u>Cunningham</u>	First Name: <u>Canberra Alpine Club</u>	Panel Model: <u>JAM6000-300W</u>
Address: _____	Last Name: _____	Inverter Brand: <u>Fronius</u>
Suburb: _____	Install Address: <u>6 Flame Robin Place</u>	Inverter Model: <u>Symo</u>
State: _____ Postcode: _____	Suburb: <u>Perisher Valley</u>	Inverter Series: <u>TD2-3-14</u>
Home: _____ Mobile: <u>0477356835</u>	State: <u>NSW</u> Postcode: <u>2624</u>	Number of Panels: <u>33</u>
Email: <u>peter.petercunningham@gmail.com</u>	Home: _____ Mobile: <u>0477356835</u>	Rated Power Output (kW): <u>12.67</u>
Are you replacing panels to a system as a result of damage or faults? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No # of replacement panels? _____	Are you installing additional panels to an existing system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No # of existing panels? _____	Is there currently more than one system installed at this address? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No please specify location of other system? _____
Are there any additional comments relating to this installation? _____		

Property Type: Residential School Commercial Other _____

Single/Multi Story: Single Multi

Number of STCs: 177

Accreditation Information

INSTALLER DETAILS

Troy Nugent	0408453354	P.O. Box 34 Moruya NSW 2537	A9510770
<small>FULL NAME</small>	<small>PHONE</small>	<small>ADDRESS</small>	<small>POSTCODE ACCREDITATION NUMBER</small>

ELECTRICIAN DETAILS

Troy Nugent	0408453354	P.O. Box 34 Moruya NSW 2537	153169C
<small>FULL NAME</small>	<small>PHONE</small>	<small>ADDRESS</small>	<small>POSTCODE LICENSE NUMBER</small>

DESIGNER DETAILS

Troy Nugent	0408453354	P.O. Box 34 Moruya NSW 2537	A9510770
<small>FULL NAME</small>	<small>PHONE</small>	<small>ADDRESS</small>	<small>POSTCODE ACCREDITATION NUMBER</small>

Mandatory written statement by the CEC installer and designer:

I, Troy Nugent (name of installer) who is the accredited CEC installer that completed the SGU installation of 6 Flame Robin Place Perisher... and verify that I have installed the system in accordance with the applicable guidelines, CEC Accreditation Code of Practice and I am licensed by their State of New South Wales, have used panels and inverters approved by the CEC, in accordance with the Clean Energy Regulator's Conditions, have \$50 in Public Liability Insurance and the system meets the following Australian Standards, where applicable:

- PV & Inverter Standards**
 - AS/NZS 4842.0, Installation of photovoltaic (PV) arrays
 - AS/NZS 4842.1, Structural design criteria, Part 1: Metal roofs (PV arrays)
 - AS/NZS 4842.2, PV modules and components and the product's installation
 - AS/NZS 4842.3, PV system design and installation
 - The grid connected inverter used has been listed to Standard AS 4771 and the product is listed at www.energy.gov.au
- Grid connected system**
 - AS/NZS 3000.001, Wiring Rules
 - AS 4771, This installation complies in its entirety
 - AS/NZS 3100.001, Lightning Protection
 - AS 4771.014, Grid connection of energy systems to inverters
- Stand-alone System**
 - AS/NZS 4842.001, Stand-alone Power systems part 1: Safety & installation
 - AS 4842.002, Stand-alone batteries for use with stand-alone power systems, Part 2: Installation & maintenance, stand system
 - AS/NZS 3000.001, Wiring Rules

I verify that all local, State or Territory government requirements have been met for: (A) The siting of the unit; (B) The attachment of the unit to the building or structure; (C) The grid connection of the system for the SGU installation. I verify that the SGU is: Grid connected an off-grid installation and an electrical worker holding an unexpired licence for electrical work issued by the State or Territory authority for the State where the unit was installed undertake all wiring of the unit that involves alternating current of 50 or more volts or direct current of 120. I confirm that the details in the above statement is correct.

Signature of the SGU installer <u>Troy Nugent</u> <i>[Signature]</i> <u>6.5.20</u> <small>Full Name</small> <small>Date</small>	Signature of the State CEC Designer <u>Troy Nugent</u> <i>[Signature]</i> <u>6.5.20</u> <small>Full Name</small> <small>Date</small>
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Mandatory Declaration

I, as the legal owner of the above solar generation unit (SGU) and assignee/agent to create STCs to the States and Territories (STCs) for the system within the period of 12 months from the date of installation of the SGU, I will provide a point of sale document from the manufacturer/supplier.

I understand that this system is eligible for 177 STCs and in exchange for assigning my right to create these STCs, I will receive a point of sale document from the manufacturer/supplier.

_____ Date _____

I, as the legal owner of the above solar generation unit (SGU) and assignee/agent to create STCs to the States and Territories (STCs) for the system within the period of 12 months from the date of installation of the SGU, I will provide a point of sale document from the manufacturer/supplier.

I understand that this system is eligible for 177 STCs and in exchange for assigning my right to create these STCs, I will receive a point of sale document from the manufacturer/supplier.

_____ Date _____

Certificate of Compliance - Electrical Work						
Title	Given Name	Certificate Number			334077752	
Surname	Carberra Alpine Club		Building or Property Name			
Lot No.	Level No.	Unit No.	Street No.	5	Street Name	Flame Robin
Street Type	PL	Suburb/Town	Perisher Valley	State	NSW	Postcode
Cross St.	Business Name					
Telephone Contact	NMI	4204014377	Connection Offer No.	552109	Meter No.	
INSTALLATION WORK DETAILS Indicate the type of installation and types of work						
Type of Installation	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Rural	<input type="checkbox"/> Other	
Special Conditions	<input type="checkbox"/> Over 100 Amps	<input type="checkbox"/> High Voltage	<input type="checkbox"/> Hazardous Area	<input checked="" type="checkbox"/> Solar	<input type="checkbox"/> Unmetered Supply	
CERTIFICATE MUST BE ISSUED TO THE CUSTOMER FOR ALL ELECTRICAL WORK Work of the following type must ALSO be notified to the ELECTRICITY DISTRIBUTOR (DNSP)						
<input checked="" type="checkbox"/> New Installation <input type="checkbox"/> Network connection or metering						
<input type="checkbox"/> Additions or alterations to a switchboard or associated equipment						
DETAILS OF EQUIPMENT Describe the equipment and estimate load increase of the work affected by this Notice						
EQUIPMENT	RATING	NO.	PARTICULARS			
<input type="checkbox"/> Switchboards						
<input checked="" type="checkbox"/> Circuits	16A	1	3 phase Solar sub circuit			
<input type="checkbox"/> Lighting						
<input type="checkbox"/> Socket-Outlets						
<input type="checkbox"/> Appliances						
Estimated increase in load A/ph	0	<input checked="" type="checkbox"/>	Increased load is within capacity of installation/service mains			
<input checked="" type="checkbox"/> Work is connected to supply <input type="checkbox"/> Work is not connected to supply pending inspection by DNSP						
The work has been carried out by	TROY TERRENCE NUGENT (South Coast Energy)			Licence No.	153189C	
TEST REPORT						
<input checked="" type="checkbox"/> Earthing system integrity <input type="checkbox"/> Residual current device operation						
<input checked="" type="checkbox"/> Insulation resistance <input type="checkbox"/> Stand-alone power system complies with AS 4509						
<input checked="" type="checkbox"/> Polarity <input type="checkbox"/> Fault loop impedance(if necessary)						
<input checked="" type="checkbox"/> Correct circuit connections <input checked="" type="checkbox"/> Visual check that installation is suitable for connection to supply						
I confirm that I have carried out the above tests and visually checked that the installation work described in this Certificate complies with AS/NZS 3000 and is suitable for its intended use						
Name	TROY TERRENCE NUGENT (South Coast Energy)		Licence No.	153189C	Date of Testing	30/04/2021
CERTIFICATION I, the Electrical Contractor give notice to the Customer and Essential Energy, that the work described in this Certificate has been completed in accordance with the Electricity (consumer Safety) Regulation 2008						
Name	TROY TERRENCE NUGENT (South Coast Energy)		Licence No.	153189C	Date Work Completed	30/04/2021

18 ATTACHMENT E – FIVE YEAR CAPITAL WORKS PROGRAM

Insert 5 year capital works program once finalised



South rock wall

19 ATTACHMENT F – ASSET PROTECTION ZONE (APZ)



Designated APZ showing the heath and tree removal requirements.