



Operation Manual for Hill Top Community Centre



Working with you

WSC.NSW.GOV.AU



Useful Contact Details

Booking Officer:	Christine Wilson 0427 122 115 Christine.wilson@wsc.nsw.gov.au
Maintenance:	Wingecarribee Shire Council 02 4868 0888 (24 hours Customer Service) mail@wsc.nsw.gov.au
Emergency Services:	000 112 (call from mobile) 106 (Text / SMS service)
SES:	132 500
RFS:	4868 5500 1800 679 737 (Bush Fire Information Line)
Local Police Station:	Southern Highlands Police Station 02 6869 7899 (24 hours)
AGL Gas Emergency:	131 909
Endeavor Energy:	131 003
Poisons Information:	131 126

If the facility was found damaged, vandalised or left unsecure please notify the Police Assistance Line (PAL) on 131 444 and Council on 4868 0888.

Work

**IN CASE OF EMERGENCY OR IF YOU HAVE CONCERNS FOR YOUR SAFETY
Contact Emergency Services on 000 immediately!**

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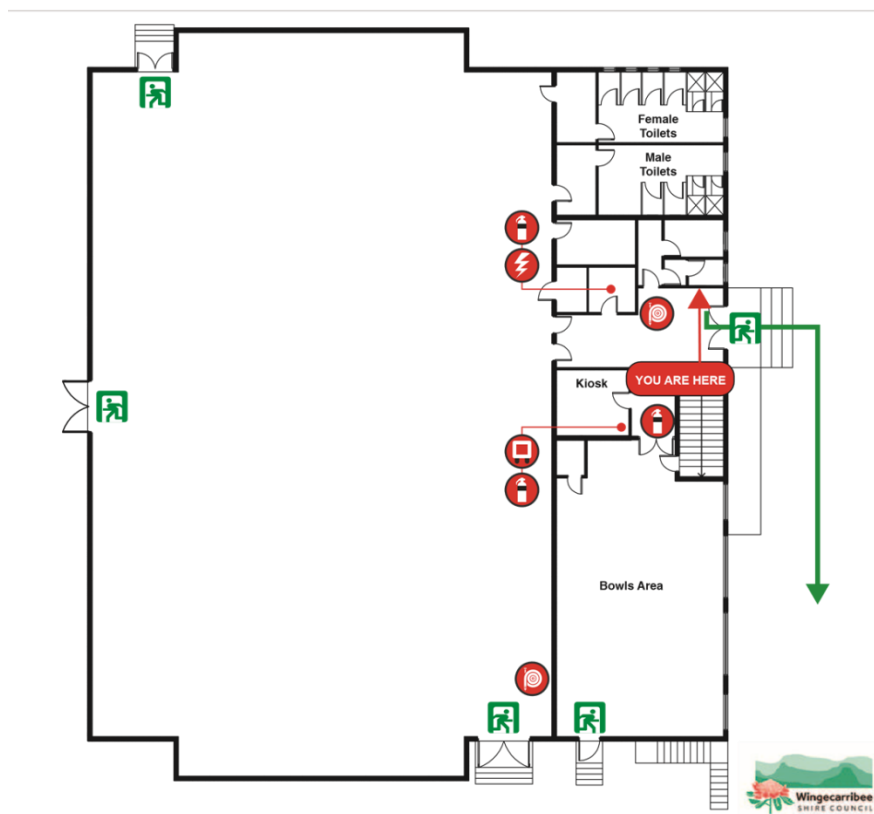
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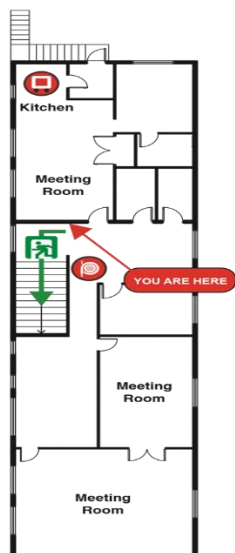
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Facility Diagram

Ground Level



Level 1



What is at the facility?

Hill Top Community Centre is comprised of the following areas:

- Anzac Room
- Kitchen / canteen
- Toilets –Accessible / baby change table
- Stadium
- Toilets / showers (stadium) Male and Female
- Waratah Room
- CSR Room
- Board Room
- Office and meeting room
- Parking

Parking

1. Parking is available at the front of the building. Access the carpark via Cumberteen Street.
2. The parking lot comprises 23 spaces including 2 accessible parking spaces.

Arrival / Opening Procedure

1. Unlock the main door to the hall with the key provided by the Booking Officer.
2. The light switch for the foyer and the varandah is on the right hand side of the main entrance doors as you enter.
3. Go into the foyer and walk forward until you see the pin pad on the right hand side wall.
4. Open the cover and enter the alarm code provided by the booking officer into the pin pad and press **OFF**.

5. Walk towards the Canteen /Kitchen door. On the right hand side before you enter the kitchen, there is a set of white shelves and a notice board. On the shelves there is the;

- sign in book
- communication book
- Facility checklists for hirers to complete.

Please check the **communication book** for any comments or information that may affect the area of the hall you plan to use. Then use the **Sign-In book** to log your arrival. Complete the **facility checklist**.

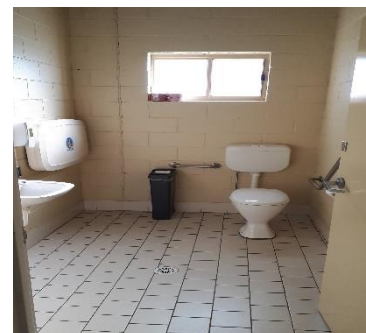
6. On the notice board there is the;

- Lists of important contact details as well as emergency contact numbers.
- Copies of WSC **Community Incident Report Form**



Toilets- Accessible toilets and Infant change table.

1. The Accessible toilet and the infant change table are located on the right hand side of the foyer.
2. There are two toilets located in this area. The first toilet is a unisex toilet and the second toilet is the accessible toilet as well as the infant change table.



Canteen/ Kitchen (Ground level)

Opening Procedure

To access to the kitchen, enter the alcove to the left hand side of the main entrance foyer. The kitchen is located on the right hand side.

Use the front door key to unlock the kitchen door.

The kitchen is equipped with;

- Zip hot water system;
- Electric Stove with an oven, grill and (4) four hotplates;
- general use tap and sink;
- microwave;
- fridge;
- benches and cupboards
- assortment of crockery and cutlery.

Operating kitchen equipment;

1. Zip hot water system is located on your left, above the sink. You will need to turn this on at the power point (on the right hand side of the unit) before use and then off when your event has finished.
2. The microwave is on the kitchen bench and must be plugged in to the power point on the wall before use and then unplugged when your event has finished.
3. Stove, oven and grill: use the knobs on the rear of the stove to turn the hotplates, oven and grill on and off.
4. The front door key will unlock the cupboard under the sink.

5. The Fridge is located on the right hand side of the kitchen door.

Please DO NOT turn the fridge off.

Departure Procedure

1. Ensure that you remove all food and drinks from the fridge at the end of your event.

Wipe up any spills from:

- Stove top, oven and grill;
- Microwave;
- Fridge;
- And other cooking appliances

2. Ensure all bench tops are wiped over.

3. Please sweep and mop the floor.

4. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.

Note: Please bring your own cleaning products to assist with your cleaning. Hires must bring dishwashing liquid and tea towels / paper towel to wash up and dry up. All used items are to be washed, dried and packed away.

The Cleaning cupboard is located above the sink.

Anzac Room

Opening Procedure

1. To access to the Anzac room, enter the alcove to the left hand side of the main entrance foyer.

2. The light switch for the alcove and the Anzac room is located on the wall on the left hand side. Turn the lights on before unlocking the door.

3. Use the front door key to unlock the door.

4. There is a store room located on the left hand side as you enter and a small kitchenette on the right hand side.

5. The second store room is located on the right hand side of the Anzac room. The table and chairs are located inside this store room.

6. **When setting up your event, tables and chairs must not block any exit doors or fire emergency equipment.**

The kitchenette has:

- An accessible tap and sink;
- General use tap and sink;
- Bench and cupboards;
- Bar fridge.

Heating and Cooling

There is an Air conditioner in the Anzac room located in the center of the left wall, above the windows. The remote control is in the holder fixed onto the wall directly under the Air Conditioner unit. Instructions are located next to the remote, explaining how to use the air conditioner for heating and cooling.



Technical Equipment

The Anzac Room is equipped with a 49 inch LG Smart TV and a LG Blue Ray DVD player.

A laptop can be connected to the TV and used for displaying PowerPoint presentations.

A USB can be connected to the TV to display information.


Instructions

1. Check the power points behind the TV are switched on.
2. Using the large LG remote, press the red button to turn the TV ON /OFF.
3. Press the INPUT button (below the red button) to select the input;
 - **Live TV**
 - **HDMI1 – Blue Ray DVD**
 - **Componet**
 - **AV**
 - **All Inputs**
4. Use the blue **volume button** to adjust the volume.
5. To **change the channel** use the blue up and down arrows or enter the channel number.
6. To play a DVD;
 - Using the TV remote select **Input**
 - Then select Blue Ray DVD and press **OK**
 - Use the DVD player remote and press the **red button** to turn it on
 - Press the **eject button** to open the DVD player, then insert the disk and press **close**.
 - Use the DVD remote, **press play**.
7. To connect a USB;
 - Using the TV Remote select **Input**
 - Then select **Blue Ray DVD** and press **OK**.
 - Use the DVD player remote and press the red button to turn it **ON**
 - Insert the USB into the USB port on the front of the DVD player.
 - Use the DVD remote, press the arrow button until you have selected the input you plan to view, and then press **OK**.



Departure Procedure

1. Wipe all tables and chairs before stacking them into the store room. Chairs are not to be stacked more than 8 chairs high. Please follow the instructions on the store room door.
2. Empty bins and replace with clean bin liners. Remove all the rubbish from the facility.
3. Wipe over the kitchenette bench and sink area if used.
4. Use the vacuum located in the store room to clean the floor.
5. Remove all items from the fridge and label any items stored in the cupboards.
6. Shut windows and blinds.
7. Turn off the Air Conditioner and place the remote control in the holder on the wall directly under the Air Conditioner unit.

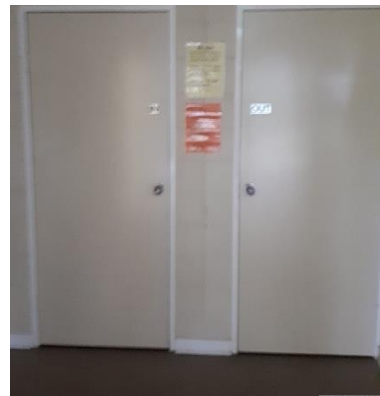
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8. Close and lock the door and then turn off the lights.

Stadium

Opening Procedure

1. The stadium is accessed via the two doors opposite the main entrance doors.
2. The stadium doors can be unlocked using the front door key.
3. The light switch for the stadium is located on the foyer wall on the right hand side. You will see (3) three switches. All (3) three switches must be turned on before entering the stadium.
4. Enter the stadium and turn on the stadium foyer lights. Open the right hand side stadium door, the light switch is on the left hand side as you enter.
5. There are 3 storerooms in the stadium.

Stadium Double Doors



Sports Equipment

Only equipment designed for use in an indoor sporting facility are to be used in the stadium.

Goals

1. If the soccer goal posts are to be used as part of the hire agreement, the hirer must check the goals posts are fixed into the floor before the hire can commence.
2. The goal posts can be checked by turning the bolt on each side of the base of the goal posts clockwise until it is fixed tightly to the floor.
3. The Goals can be removed by turning the same bolt anti-clockwise until the bolt is released. Then the goals can be lifted and removed from the floor.
4. The goals should be moved into the designated storage area. All manual lifting **MUST** be undertaken in pairs (two-person lift) using safe manual handling techniques. **DO NOT DRAG THE GOALS.**
5. There is timber flooring in the stadium. To avoid damage to the floor **DO NOT** drag objects across the flooring. Refrain from drinking and eating in the stadium. Liquids and food on the timber floor may cause slips.



Stadium light switch

Nets

The nets are not owned by council. Hirers are not allowed to alter the nets.

Scoreboard

The scoreboard in the stadium is currently out of order.



Stadium foyer, light switch.



Toilets and Showers (stadium)

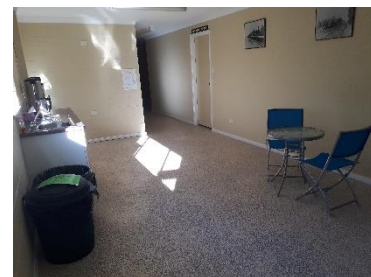
1. The entrance to the male and female toilets and showers is on the right hand side.
2. As you enter the foyer, the light switch for the foyer is on the right hand side.
3. The light switch for the male toilets is on the right hand side.
4. The light switch for the female toilets is on the left hand side.
5. The entrance for the male toilets is the door to the right.
6. The entrance for the female toilets is the door on the left.

Cleaning of the Stadium and amenities

1. Ensure all areas used are wiped over and left clean.
2. Ensure all rubbish, including under the seating and around the stadium floor is removed.
4. Empty all rubbish bins are emptied and relined with clean bin bags. Place rubbish in the red lid waste bins provided. Any rubbish that does not fit into the bins must be removed from the facility by the hirer.
5. Sweep the entire floor with the broom provided. Mop the floor if needed; adhering to the timber floor cleaning procedures.
6. Clean the amenities:
 - Ensure the toilets are flushed;
 - Ensure toilet paper has been replaced if the toilet roll holder is empty;
 - Remove all rubbish;
 - Wipe over toilets, basins and taps;
 - Mop the floor.

Level 1

1. The Waratah room, kitchenette and CSR Room, are located on level 1.
2. To access level 1, walk up the stairs located on the left hand side of the main entrance doorway.
3. The light switch for the stairs is located on the left hand side of the first step as you ascend. This is a two-way switch that can also be turned on and off at the top of the stairwell on the left hand side.
4. The light switch for the foyer and corridor (level one) is located on the wall on the right hand side of the corridor. At the top of the stair well, turn right and the light switch is on the wall near the fire equipment.



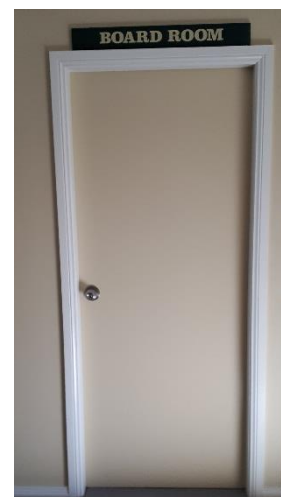
Board Room, Waratah Room, CSR Room, and Office

Opening Procedure

There are no toilets located on Level 1 of the facility, hirers are to use the toilets located on the ground level.

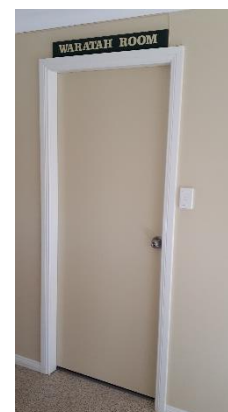
Board Room (Level 1)

1. The board room is located on level 1.
2. Walk up the stairs (located on the left hand side of the main entrance door, ground level) and then turn right.
3. Walk forward until you reach the door on the right hand side.
4. Use the front door key to unlock the Board room.
5. The light switch is located on the left hand side of the door frame.



Waratah Room (level 1)

1. The Waratah room is located on the level 1 of the building.
2. Walk up the stairs that are located on the left hand side of the main entrance and then turn right, then walk along a short hallway.
3. The door to the Waratah Room is located on the left hand side of the hallway.
4. The front door key will unlock this door.
5. Lights are to the right hand side of the door frame as you enter.



Kitchenette (level 1)

1. The Kitchenette is located outside the Waratah and CSR rooms.
2. To locate the kitchenette, walk up the stairs (located on the left hand side of the main entrance, ground level) and then turn right.
3. Walk down the corridor until you reach the kitchenette.
4. The light switch for the Kitchenette area is located on the left hand side wall of the corridor, near the door for the Waratah room.

The kitchenette is equipped with;

- Fridge
- kettle
- Urn
- Sink and Tap with basic kitchen bench and cupboards



Operating kitchen equipment

The urn and kettle need to be plugged in to the power socket and turned on before each use. Ensure the urn and kettle are empty, turned off and the plug is removed from the power socket at the end of each hire.

Please DO NOT turn the fridge off.

Cleaning the kitchen

1. Ensure that you remove all food and drinks from the fridge at the end of your hire.
2. Wipe up any spills from:
 - Fridge
 - All cooking appliances
3. Ensure all bench tops are wiped over.
4. Please sweep and mop the floor.
5. Empty all rubbish bins and reline with clean bin liners.
6. Remove all rubbish from the facility.

Note: Please bring your own cleaning products to assist with your cleaning. Hires must bring cleaning products and tea towels / paper towel to wash up and dry up. All used items are to be washed, dried and packed away.

CSR Room

1. The CSR room is located on level 1.
2. Walk up the stairs (located on the left hand side of the main entrance door, ground level) and then turn right.
3. Walk down the corridor and across the kitchen area.
4. The door for the CSR Room is located at the end of the corridor past the kitchenette.
5. The front door key will unlock this door.
6. Lights are to the left hand side of the door frame as you enter.





Departure Procedure

1. Ensure all clean up procedures above have been followed.
2. Toilets (both internal and external) should be checked to ensure they are being left clean and tidy. All toilets should be flushed, toilet paper replaced where needed and all mess cleaned up.
3. Close and lock all windows.
4. Close blinds
5. Ensure all equipment has been turned off (except for the fridge) and all power points are off.
6. Turn off the Air conditions
7. Complete the Facility Checklist departure section and place the completed form in the tray on the white shelves under the communication book.
8. Ensure you log your departure by signing out in the **Sign Out book**.
9. Write any communication that may be important for the next hirers in the **communication book**. For Example; *the toilet paper has run out or one light in the Anzac room is not working*.
10. Turn off the lights.
11. Lock the doors as you leave.
12. Set alarm using the pin number provided.
13. Exit the building as soon as this has been done and lock the main doors to the hall.

Emergency Evacuation

1. In the case of an emergency, you as the hirer are responsible for the emergency evacuation of those attending your event and ensuring all participants go to the designated emergency assembly area as indicated in the facility's emergency diagram.
2. Ensure no person re-enters the facility until clearance is given by the Emergency Services or Council Officers.
3. Evacuation plans must not be removed from the walls or covered over.

Incident Reports

All incidents at the Facility must be reported to Council within 24-hours on Council's customer service line (02) 4868 0888 or email: mail@wsc.nsw.gov.au. An Incident report form needs to be completed and returned to Council. These forms are located on the pin board above the communication and sign in book located in the foyer on ground level.



Using the Facilities

There are 21 power points in the facility and they are located in the following locations:

- Foyer ground level; 1 double
- Kitchen / Canteen; 2 double and 2 single
- Anzac Room; 4 double
- Stadium; 2 double
- Foyer level one; 1 double
- CSR Room; 3 double
- Waratah Room; 2 double
- Toilets; 4 each amenities room has a double power point to operate the hand dryers.

FACILITY CHECKLIST

Name of Facility: Hill Top Community Centre

Name of room hired: _____

Name of Hirer / Group: _____

Date: _____

Please complete the Facility checklist at the start and completion of your hire.

Arrival / Set-up	Yes / No	Comment
All emergency equipment available:		
Foyer: fire hose reel, extinguisher		
Supper room: extinguisher		
All Emergency Exit Lights in working order		
Facility and amenities clean and undamaged:		
Doors, Windows and blinds		
Foyer area		
Stairs and hand rails		
Store room		
Toilets		
Departure / Pack-up		
All cleaning procedures completed		
Empty all rubbish bins and reline with bin liners.		
Please remove all rubbish from the facility.		
Toilets should be checked to ensure they are being left clean and tidy. Please replace any empty toilet rolls.		
Ensure all equipment has been turned off.		
Turn off Heating / Air Conditioner		
Close and lock windows.		
Turn off the lights.		
Check all doors are locked, set Alarm		
Exit the building as soon as this has been done and lock the main entrance doors.		

This Facility Checklist must be returned to the Booking Officer.