

# Willagee Community Centre

## Information for Venue Users

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This booklet contains information to assist you in your use of the Centre.

Please refer to this booklet **and** to the Terms and Conditions of Use as listed on SpacetoCo, for information about your responsibilities when using the Centre.

Please make yourself and others in your group aware of the safety information provided.

We hope you enjoy your time at Willagee Community Centre.

Please contact us on if you have any questions, concerns, ideas or other feedback.

### Contact information

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**Phone:**

(08) 9364 0848

**Email:**

**Community Centre Officers**

[wcc.bookings@melville.wa.gov.au](mailto:wcc.bookings@melville.wa.gov.au)

**Community Centre Supervisor**

[sian.brown@melville.wa.gov.au](mailto:sian.brown@melville.wa.gov.au)

**Street address**

Willagee Community Centre  
cnr Archibald and Winnacott Sts  
Willagee WA 6156

**Postal address**

City of Melville  
Locked Bag 1, Booragoon WA 6954

**Web site:**

[www.melvillecity.com.au](http://www.melvillecity.com.au)

## Responsibilities of Venue Users

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- **Insurance** - Users are required to have **Public Liability Insurance and to provide an up-to-date Certificate of Currency** unless granted an exemption by Management. It is the responsibility of the User to check the expiry date of their Public Liability Insurance policy and to ensure that a current certificate is uploaded onto SpacetoCo and a copy forwarded to the Community Centre Officers. Bookings may be discontinued if this condition is not met.
- **Completion of Checklist for User Orientation** – Users must complete the Checklist for User orientation document and return to staff. This can be filled in and signed digitally or as a hardcopy document.
- **Additional hire time** - Users may only use and access the centre at the times specified in their booking. If additional time is required please contact us and we will try to accommodate requests where possible.
- **Return of keys** - Users who have short-term or one-off bookings are asked to return their access keys to the Willagee Community Centre as soon as possible after the completion of their sessions. Users will be charged for lost keys.

## Changes to bookings or contact details

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- Booking cancellations can be made via SpacetoCo, up to 72 hours prior to a set booking. Any cancellations made after this may attract a charge. Please contact the centre in this case.
- If you need to change any details of your booking please notify us before your session.
- Please cancel bookings NOT required (e.g. school holidays, public holidays, Christmas/New Year) via SpacetoCo. Bookings not required will still be charged unless they are cancelled.
- When emailing the centre please assist staff by including your **group's name in the subject line**.
- Please update **any change to your contact** details on SpacetoCo.

## Payment

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- A statement of hours used will be emailed via SpacetoCo on the 1st of each month. You will receive an email with your invoice on 7<sup>th</sup> of the month whereby you can sort any changes if need be. Payment for hire is automatically taken from your debit card on the 10<sup>th</sup> of the month or on the 14<sup>th</sup> of every month for credit cards.

## Emergency and Important Phone Numbers

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**000** Fire or life threatening emergencies only.

### **131 444 Police**

To report any criminal activity, damage to property, trespass onto the venue, or if you feel threatened.

### **1300 653 643 Community Safety and Security Service**

Call this number if you have any difficulty with locking up the centre and if you have called the Police for any reason. The security service will assist with securing the area and with reporting any security concerns.

## Emergency Evacuation Procedure

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**Users are required to inform participants about locations of Emergency Exits and Evacuation Procedures.**

**There is no fire alarm in this building.**

**During opening hours a whistle will be blown three times by Staff to alert users of an emergency.**

**If you detect or smell smoke**

- ➔ Stay calm
- ➔ Stop what you are doing
- ➔ Advise a staff member
- ➔ **EVACUATE IMMEDIATELY** via the nearest safe **EXIT**
- ➔ If safe to do so, assist others and check no one has been left behind.
- ➔ Move calmly to the Emergency Assembly Point outside the building.
- ➔ Do not re-enter the building until the Fire Officer gives the all clear.
  
- ➔ **If after hours Call 000**

## User's responsibilities

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**Keep all doors and emergency exit doors clear at all times.** These doors are your way out in an emergency so **DO NOT put furniture in front of any doors at any time.**

- In case of fire or other emergency during office hours, Users must follow the instructions of the City of Melville staff.
- After hours, or when **no** City of Melville staff are on site, Users are responsible for ensuring the safe evacuation of all persons from the room/s they have booked.
- Please ensure that you and your group are familiar with the **Fire Exits and Emergency Evacuation Procedure** (located near the Exit doors). Please note for the **Emergency Exit doors** you can exit but if the door shuts you will not be able to re-enter the building unless there is another person still inside from your group. Please review this information regularly with your group.
- It is recommended that Users keep a record of the number of people attending their session so that all persons can be accounted for in case of evacuation.
- The User will notify Centre Management at the earliest opportunity if any incident, injury or fire alarm activation occurs during their session.
- The maximum number of people permitted in the booked room must not be exceeded.  
**Maximum number of people permitted:**  
**Main Hall:** 300 people **Activity Room:** 50 people **Playgroup Room:** 50 people

## Safety and Security

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**Everyone appreciates having a clean and tidy venue for their activities.**

Keeping the Centre clean and tidy is also important for safety. Achieving this requires the cooperation of all Users of the Centre.

- Please leave the areas you use in the Centre in a clean and tidy condition.
- Return all furniture, cleaning equipment and utensils to the correct location so that those following you will be able to find what they need.

### **Members of the Public and access to the Centre after Hours**

Please do not allow members of the public to enter the building after hours. (this includes usage of the toilets or drinking fountains). Only people participating in a centre run group or collecting someone from a group can be permitted inside. Try to leave the door in the 'Lock' position if possible whilst you are in the building.

### **Supervision of Children**

Children must be supervised by a responsible adult at all times, in all parts of the venue. Children under the age of 11 are not permitted in the centre without an adult or supervisor at any time.

**This a Non-Smoking venue**

Smoking is not permitted in any part of the venue by any person at any time. The venue includes all entrances to the building.

**Take precautions to avoid theft**

Keep valuables out of sight both in the centre or in your car in the car park. Keep doors closed/locked and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the Centre staff when the office is next open if there is any suspicious behavior.

**Report Risks and damage**

For safety reasons, please report any damage that you notice on entry to the venue and any damage that occurs during your session.

**First Aid**

Users are required to provide their own first aid kit to suit the needs of their group while at the Centre. There is also a small kit in the marked cupboard in the Kitchen for emergencies.

**Fire Extinguishers**

The location of fire extinguishers is shown on the Evacuation Maps displayed around the Centre.

# Willagee Community Centre

The aerial photo below shows the location of the Willagee Community Centre.



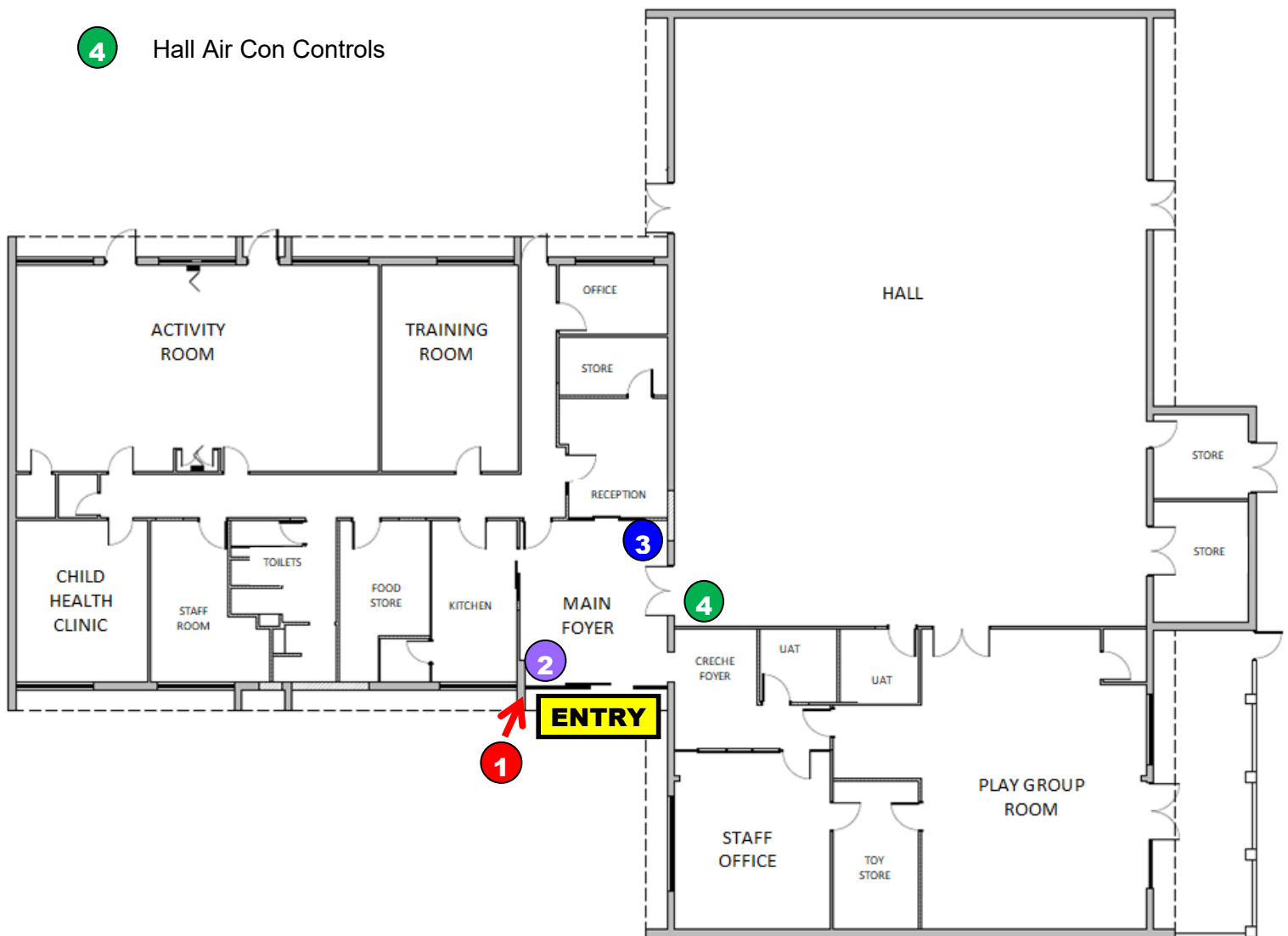
**The main entrance to the building and car park are located behind the Archibald Street shops, opposite the Willagee Library.**

There is additional parking at the rear of the Archibald Street shops.

# Layout of Willagee Community Centre

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- 1** External Lock Box
- 2** Alarm Panel
- 3** Hall Lights
- 4** Hall Air Con Controls



## Alarm Panel

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**When opening the Centre check the colour of the light on the security alarm pad inside the front door on the LHS.**

**RED = ARMED      GREEN = ALARM OFF – OK to enter**

- ☐ If the light is **red** – Centre is **armed**. Enter the alarm code you have been given and press off.
- ☐ The red light should then go off.

### **To arm the alarm when closing the Centre:**

**Only arm the Centre alarm if the building is completely vacated. Check all the rooms to ensure no one is left behind.**

- ☐ Ensure the front door is in 'Lock' mode.
- ☐ Enter the alarm code and press on
- ☐ The **red** 'armed' light will come on and this will mean the alarm is on.

### **Accidental activation of alarm**

- ☐ Re-enter the alarm code and press on. The **red** light should come on.

## Key Box

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If you don't have your own set of centre keys, a key is kept in a lock box located on the wall to the left of the door.

### **To open the key box:**

- ☐ Flip down the protective cover
- ☐ Press the 'Reset' button
- ☐ Enter the combination – See management for the code
- ☐ Push silver release lever and remove keys

### **To close the key box:**

- ☐ Press the 'Reset' button
- ☐ Enter combination- See management for the code
- ☐ Push release lever and close

**Please return the key to the key box once the door is opened.**

## Intercom

There is an intercom on the RHS wall at the front of the centre which can alert people inside the building that there is someone at the door trying to get inside. A green light and ring tone will be seen and heard in both the Activity Room and Hall.

## Entering the Building

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- ☐ If you don't have your own set of keys, obtain keys from key-box on the LHS of the front door and turn the manual snib lock on **right hand side** of the front door.
- ☐ Using the same key, undo the lock on the **left hand side** of the front door. This will open the door.
- ☐ Disarm the security system
- ☐ You can then go inside and turn the lock to 'auto' mode. Then return the key to the key box for the next group to use.



Auto



Lock



- ☐ If you want the door locked once your group is in the Centre you'll need 2 people.
- ☐ Get the key from the key-box and turn the lock to the 'lock' position and ask 2<sup>nd</sup> person to return the key to the key box.(whilst you stay inside)
- ☐ To let second person back in to building – press the **green** exit button inside on the **right hand side** of the door –the door will automatically open and when it closes it will lock.

## Lights, Air Conditioner and Ceiling Fans

### Lights -

- ☐ Foyer light switches are located on the LHS far wall near to the alarm system.

- ☐ Main Hall light switches are located in a small wall mounted box in the reception foyer behind the Hall door.
- ☐ Light switches for the hallway leading to the Activity Room are on the LHS near the entry to the Kitchen.

**Ceiling Fans** - located next to the entry doors to the Activity Room.

**Air Conditioner – Activity Room:** a reverse cycle system is located in the Activity Room with the remote on the window sill.

**Air Conditioner – Hall:** cooling only. Four control panels are located inside the Hall on the RHS next to the main door.

## Toilets

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Toilets for Men, Women and Universal Access are located off the hallway for Activity Room users and off the Hall for Hall users.

Please ensure that the toilets are left clean and tidy for the next group.

If you find the toilet in an unsatisfactory condition, please report to the office staff.

## Kitchen

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The fridge is available for groups to use for the duration of their session only if you are granted access to that section of the building. Please remove your group's items before leaving the Centre.

An urn is available for use in the Activity Room or in the Kitchen if you are granted access to that section of the building.

## Courtyard

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Children must be supervised by a responsible adult at all times in the outside areas.

If your group has used the outside areas, please leave it clean and tidy and remove any rubbish.

## Rubbish bins

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Small amounts of rubbish can be disposed of in each room.

Larger amounts can be disposed of in the bins in the rear courtyard off the Activity Room or Hallway.

We encourage groups to participate in the FOGO waste system by using the small caddy's and yellow recycling bins.

## Items that Users are required to supply

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Users are required to provide:

**Dishwashing liquid**, cloths and tea towels, cups, spoons etc.

**Any other consumables** that you need for your session, eg whiteboard markers, eraser, pens etc.

# Locking up the Centre

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- ☐ Only arm the alarm if there is no one still in the building. The last group to leave is responsible for locking the Centre and arming the security alarm.

## Before leaving the Centre please check that:

- ☐ There is no one in the building (check toilets)
- ☐ All lights are turned off
- ☐ Air-conditioners and ceiling fans are turned off
- ☐ All exit doors are fully closed and locked
- ☐ Furniture has been returned to the correct storage area. Please stack chairs safely to prevent injury to others (only stack 5 chairs high)
- ☐ All spaces used are clean and brooms and mops are returned to correct location
- ☐ All your equipment is put away and participant belongings collected
- ☐ Rubbish is put in bins
- ☐ Check the kitchen (if used) - check stove is turned off and kitchen is tidy. **Please close but do not lock the kitchen door.**



- ☐ If you are the last group in the Centre (get the key from the key-box, if you don't have your own key) and turn the lock on the inside RHS of the front door to the 'lock' position.
- ☐ Enter the alarm code and press 'on'. Check that the red light comes on.
- ☐ Exit the building by pressing the green button on the RHS to open the door.
- ☐ Wait until the door is fully closed then lock the snib lock on the RHS.
- ☐ Return the key to the key box and press reset.

If you have a problem with the alarm and can't arm the centre please call the Community Security and Safety Service for assistance on **1300 653 643**

**Thank you.**