



Community

Hirer's

Handbook



Quantin Binnah
Community Centre

www.qbcc.org.au

Quantin Binnah Community Centre

Community Hirer's Handbook



Table of Contents

1. Welcome
 - 1.1 Introduction
 - 1.2 Acknowledgment of Traditional Owners
2. Organisational Summary and Background
 - 2.1 Centre Contacts
 - 2.2 QB Vision, Mission, Values and Philosophy
 - 2.3 Statement of Purpose
 - 2.4 Quantin Binnah Services Overview
3. Important Dates
 - 3.1 Link to QB Activities Calendar
4. Room Booking Process
 - 4.1 Application Process
 - 4.2 Community Room Capacity
 - 4.3 impact of COVID on Room Bookings
 - 4.4 Public Liability Insurance
 - 4.5 Alarm Code and Key
5. Room Hire Charges
 - 5.1 Link to Schedule of Room Hire Charges
 - 5.2 Payment of Room Hire Fees and Bond
6. COVID Safe Plan
 - 6.1 COVID Safe Planning
 - 6.2 COVID Safe Plan Template
 - 6.3 COVID Reporting Chart

7. Room Hire Forms

- 7.1 Application for Room Hire with Calendar Schedule
- 7.2 Room Hire Agreement
- 7.3 Conditions of Room Use

8. Induction

- 8.1 Induction Checklists for Hirers
- 8.2 Out of Hours Access Procedures for Hirers

9. After Event

- 9.1 Key Return
- 9.2 After Event Inspection Checklist
- 9.3 Bond Refund
- 9.4 Bond Refund Requisition Form

10. Emergency Management

- 10.1 What to do in an emergency
- 10.2 Site Plan and Evacuation Points



1. Welcome and Introduction

1.1 Introduction

Welcome to Quantin Binnah Community Centre. We are a not-for-profit organisation which has been in operation since 1992 providing high quality children's services and community programs and spaces nestled within a residential area of Werribee.

Our aim for our children's services is to provide a secure and happy environment where children can develop their intellectual, social, emotional, physical and aesthetic skills to become competent and confident individuals. We aim for you as one of our valued community hirers of our facility to feel welcomed with a sense of belonging to a community centre that embraces the principles of diversity, inclusiveness and accessibility.

This booklet outlines all the information you need to hire or book space at the Quantin Binnah Community Centre and provides all the necessary proformas to complete your booking request.

We have the following rooms available for bookings:

Chirnside - maximum 100 people*
Chaffey - maximum 30 people* with kitchenette facility
Peppercorn - maximum 30 people*

*Restrictions may apply under COVID conditions. See Room Hire rates section 5.

1.2 Acknowledgment of Traditional Owners

Quantin Binnah recognises the Aboriginal and Torres Strait Islanders as the first custodians of which Australia was founded. We acknowledge the peoples of the Kulin Nation as the traditional owners of the lands upon which we sit. We pay respect to the wisdom and diversity of elders' past, present and emerging.

2. Organisational Summary and Background

2.1 Centre Contacts

Quantin Binnah Community Centre Inc. 61 Thames Boulevard, Werribee 3030

TELEPHONE: 9742 5040 (Office Hours 8.30am-6pm)

Admin Office EMAIL: admin@qbcc.org.au

Community Development EMAIL: community@qbcc.org.au

CEO EMAIL: ceo@qbcc.org.au

AFTER HOURS Quantin Binnah Security Officer 0468 498 099

2.2 QB Vision, Mission, Values and Philosophy

Vision:

To Create Connection and Nurture a Sense of Belonging

Mission:

- To provide inclusive education and care for children, young people and adults
- To be accessible and responsive to meet our diverse community needs by offering a wide range of services
- To inspire collaboration and connection between community groups and local organisations

Values:

In all the work we do at Quantin Binnah we strive to demonstrate:

1. Community Collaboration
2. Connection and Accessibility
3. A Nurturing Approach
4. That we cultivate a sense of Belonging

Philosophy

The Quantin Binnah staff and management strive to:

- Promote a safe and secure environment.
- Encourage all service users to respect each other, the property of QB and the equipment contained within.
- Aspire to provide equal opportunity to all.
- Develop strong trusting connections and open communication.
- Cultivate a sense of belonging
- Provide a nurturing environment and programs that are inclusive and that respect diversity
- Have awareness, sensitivity and compassion for additional and individual needs
- Cater to individual needs
- Promote and explore all avenues of creativity.
- Seek out and explore all avenues of social enterprise, partnerships and networks.
- To support sustainability and respect of our environment and planet.

2.3 Statement of Purpose

The main purpose of this organisation is to operate for the public benefit to advance childcare and education on a non-profit basis. All services using the building or those operated off site will be managed through and are accountable to the Board. Integrated services and programs are run in such a way as to ensure maximum possible co-operation and flexible use of the existing facilities.

Quantin Binnah Community Centre is an incorporated association established to:

- Provide childcare on a non-profit basis with priority given to those in need.
- Promote the advancement of education through child and adult related programs and activities on a non-profit basis.
- Encourage all groups and individuals in the community to use the building and to assist in planning and running services and managing all aspects of its operation.
- Function in accordance with Local, State and Federal Government regulations that apply to the services operating at the Centre.
- Make sure that the Centre and its activities are open to all groups in the community, regardless of age, sex or cultural background.
- Promote co-operation between residents, community groups and local organisations.

The assets and income of the organisation are for these purposes and no portion will be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

2.4 Quantin Binnah Services

Quantin Binnah Community Centre is a Community Hub located at 61 Thames Boulevard in Werribee that provides and administer services including:

1. Play Group
2. 3 Yr. Kindergarten
3. 4 Yr. Kindergarten
4. Long Day Care at Woodville and QB
5. Before School, After School Care for West Grove, Bethany, Newport lakes, St Leo the Great, St Martin de Porres, Corpus Christi, Our Lady of the Southern Cross and St John the Apostle
6. Vacation Care Program QB, Corpus Christi, ST Leo the Great and Newport Lakes
7. Maternal and Child Health Services
8. Adult Community and Further Education
9. Community Programs and Support Groups
10. Community Rooms for hire

3. Important Dates

3.1 Key Calendar Links

The following link: <https://www.qbcc.org.au/newsandevents> takes you to our web site to the web news and event page where you will find the latest Key Calendar Dates. In addition, to showing the important dates the calendar highlights our monthly themes created by all our children families and centre staff.

We encourage you to support this planning process by developing and implementing your own activities aligned to these monthly themes.

4. Room Booking Process

4.1 Application Process

To book and hire space at Quantin Binnah Community Centre, please contact centre administration with your enquiry. You will be invited to complete an Application for Room Hire form which can be emailed to you or you can collect from the centre's Administration Office. Upon successful approval of your application, you will receive a Hire Agreement with Conditions of Hire. This will document the booking schedule, fees and payment details as well as conditions of using the facility. This agreement is to be signed and returned to the centre to finalise your booking.

The Application for Room Hire form is attached in Section 7.1. Please supply a copy of the following documents which ever apply with your application:

1. Certificate Public Liability Insurance min cover \$20 million (**mandatory**)
2. Certificate of Incorporation (if applicable to your organisation/group)
3. Certificate as a Registered Training Organisation (if applicable to your organisation/group)

In addition, during the post COVID period of 2021 please attach:

- COVID Safe Plan (**mandatory**)

4.2 Community Room Capacity

Quantin Binnah Community Centre has three rooms available for hire with the largest being Chirnside accommodating a maximum of 100 people* and two smaller rooms being Chaffey, which has a kitchenette facility, and Peppercorn Rooms which includes the Café as Room 2. Both Chirnside and Chaffey are carpeted.

- Chirnside Room: Max 100 people
- Chaffey Room 1 & 2: Max 30 people
- Peppercorn Room 1: Max 30 people
- Peppercorn Room 2: Max 25 people

4.3 Impact of COVID on Room Bookings

Post COVID safety measures will remain in place at our community centre. All community users of the centre need to be aware and implement COVID safe practices for the operation of their activities at the centre. This includes social distancing, QR check-in, vaccination check-in marshal, regular disinfecting of high touch points, hand sanitisers and face masks as specified by the Victorian government including the current restrictions on room capacity. Visit the website coronavirus.vic.gov.au

Each booking will require a COVID Safe Plan to be completed and submitted as a condition to hire space at Quantin Binnah. The COVID Safe Plan is a document to demonstrate what actions you will put in place to address COVID concerns to ensure each person attending your activity will be safe from potential harm of contracting COVID. As we

are predominantly a children's service centre we are all responsible to ensure the safety of the children, family and staff attending the centre. Any COVID case or potential COVID case must be reported immediately to the Centre Manager (CEO) on 9742 5040.

A COVID Safe Plan template is included in this booklet with a guideline to help you complete your plan. There is also a flow chart to show the process to follow to report any COVID incident. It is the responsibility of the hirer to report any incidents of COVID related cases to the Centre as soon as possible.

4.4 Public Liability Insurance

All hirers of the centre are required to have a current Public Liability Insurance Certificate for a minimum of \$20 million. This is a requirement of any user of a council owned facility. Public Liability insurance protects hirers and users of Council facilities should any claims be made against them in particular relating to activities that are entirely the hirers responsibility. A copy of the certificate is to be sent with the Application for Room Hire form and is mandatory for the processing of any booking. Alternatively, Wyndham City Council offer a one-off event Public Liability Insurance designed for community groups, not-for-profit groups or individuals. Hirers must apply and pay their fee to Wyndham City Council.

Go to the Council website: <https://www.wyndham.vic.gov.au/public-liability>

4.5 Alarm Code and Key

Hirers who book a room to be used after hours (i.e. after 6pm) or on weekends will be given an alarm code and key prior to the commencement of their booking. The 4 - 6 digit alarm code is the responsibility of the hirer and is to be kept confidential.

The hirer will need to sign a key register upon collection of the key and sign it upon returning the key. Casual hirers are to return the key within 2 business days of the hire date. The key is the responsibility of the hirer and any loss of key will incur the loss of the bond and may incur other replacement charges.

5. Room Hire Charges

There are currently three rate categories applicable to room hire at Quantin Binnah for individuals, groups or organisations:

1. Not-for-profit / Community rate
2. Commercial or Local, State or Federal Government rate


Both the room hire and bond are to be paid in advance. Bonds are required to be paid to secure the booking upon approval of the Hire Agreement.

5.1 Room Hire Charges Link

For information on the fee schedule for hirers, go to the QB website <https://www.qbcc.org.au/hire-facilities-1>

5.2 Payment of Room Hire Fee and Bonds

Payments can be made by either direct debit, direct deposit, EFTPOS, cash or cheque.

- Option One: **DIRECT DEBIT – Preferred option**
Direct Debit approval provided to Quantin Binnah to debit account.
- Option Two: ☐ **EFTPOS**
Available at Quantin Binnah Admin Office.
- Option Three: **CASH OR CHEQUE**
Payments of Cash or Cheque can be made at the Quantin Binnah Admin Office.
- Option Four: **CREDIT CARD BY PHONE**
Please call 03 9742 5040 with your credit card details.
- Option Five:  **INTERNET BANKING (Direct Deposit)**
Please advise us when commencing this payment option as we like to track the first payment to ensure safe payment arrival.

ACCOUNT NAME	QUANTIN BINNAH COMMUNITY CENTRE
BSB	013 664
ACCOUNT NO	254574717
BRANCH NAME	WERRIBEE PLAZA - HOPPERS CROSSING
REFERENCE	Hire Name on Booking

6. COVID Safe Plan

All hirers or those booking space at the centre need to submit a COVID Safe Plan. The plan will show that you and your organisation/group are prepared to implement the necessary actions to protect your participants and others in the community by minimising the risk of Coronavirus infection. Please refer to the guides on COVID safe planning to ensure you have considered all relevant risks and have developed strategies and processes for the safe operation of your activity.

6.1 COVID Safe Planning

The COVID Safe Plan has been developed to support organisations/groups to safely reopen, to maintain COVID Safe meeting places and be prepared for a suspected or confirmed case of coronavirus (COVID-19) if it arises.

In order to be compliant with public health direction:

- All organisations/groups/individuals in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan to operate from community centres.
- This COVIDSafe Plan should be developed in consultation with your group members and any relevant Health and Safety Representatives.
- In addition to completing this COVID Safe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer.
- In addition to the general restrictions for all organisations/groups, some may require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at coronavirus.vic.gov.au/covidsafe-plan

6.2 How to develop your COVID Safe Plan

1. Understand your responsibilities

Information on public health directions applying to your members is available at the website: coronavirus.vic.gov.au

2. Prepare your plan

Below is the COVID Safe Plan template which you will need to complete. The COVID Safe Plan is grouped into 6 COVID Safe principles. These include:

1. Ensure physical distancing - 1.5m is recommended
2. Wear a face covering where required
3. Practise good hygiene and provide hand sanitiser at entry and key locations
4. Keep records of attendees and act quickly if any attendees become unwell
5. Use QR codes and have a designated COVID Check-in Marshal
6. Participants need to be double vaxed or medically exempt or under 12 years 2 months of age.

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted industry, additional requirements may apply.

- All other points are highly recommended for keeping your members safe but are not mandatory.
- Some of the requirements in the COVID Safe Plan may not apply to your organisation/group. Where the requirement does not apply you should mark N/A (not applicable).

3. Keep your plan up to date

Your COVID Safe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations or groups that are meeting or operating over multiple sites must complete a COVID Safe Plan for each site.

The COVID Safe Plan is to be submitted to the Quantin Binnah Community Centre with your application to hire or book space at the centre. You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer upon request, or in the event of a confirmed positive case occurring by any individual attending your class, activity or meeting.

4. Share your plan

The members of your group or organisation need to be familiar with this plan. Where possible it is recommended that you discuss the plan with your participants before you finalise it. Once you have completed the plan, share it with all your participants before your booking begins so all participants understand the necessary steps to be taken to keep each other and those in the community safe from possible infection.

For further guidance on how to prepare your COVID Safe Plan or any other questions, please visit coronavirus.vic.gov.au/covidsafe-plan or call the Business Victoria Hotline on 13 22 15.

COVID Safe Plan

Quantin Binnah Community Centre



Guidance on how to prepare your COVID Safe plan is available coronavirus.vic.gov.au/covidsafe-plan

Our COVID Safe Plan

Business name:

Site location: Quantin Binnah Community Centre, 61 Thames Blvd, Werribee, VIC 3030

Contact person:

Contact person phone no:

Date prepared:

Guidance	Action to mitigate the introduction and spread of COVID-19
1. Ensure Physical Distancing	What we will do:
You must ensure you are compliant with the current number of people allowed in your designated space. See section 4.2	
You should encourage all participants and visitors to be 1.5 metres apart indoors and outdoors.	
You must minimise and control the people waiting to enter and exit the community spaces and in communal areas like foyers.	

Guidance	Action to mitigate the introduction and spread of COVID-19
2. Wear a Face Mask Covering	What we will do:
<p>You must ensure that all participants and visitors entering the community space wear a face covering as required by public health advice (unless exempt on medical grounds or under 12 year of age). coronavirus.vic.gov.au/face-mask-when-where-face-mask</p>	

Guidance	Action to mitigate the introduction and spread of COVID-19
3. Practice Good Hygiene	What we will do:
<p>Provide and promote hand sanitiser stations for use on entering the community space and ensure adequate supplies.</p>	
<p>Ensure participants are aware of hand and cough hygiene including washing and/or sanitising their hands.</p>	
<p>You must frequently and regularly clean and disinfect shared spaces and equipment including high touch items.</p>	
<p>You must ensure the safe handling of food and beverages to minimise any potential spread of the virus.</p>	

Guidance	Action to mitigate the introduction and spread of COVID-19
4. Keep records and act quickly	What we will do:
You must encourage any participant to get tested and stay home if they have mild symptoms.	
You must keep records of all people who attend your sessions for contact tracing (including young children)	
You must develop a contingency plan of action to manage any outbreak	

Guidance	Action to mitigate the introduction and spread of COVID-19
5. Use QR codes and COVID Marshal	What we will do:

<p>Groups who are registered businesses (ie have a registered ABN) must create a QR code for use by attendees to check-in. Alternatively, all participants need to check-in using the QB QR code. coronavirus.vic.gov.au/about-free-service-victoria-qr-code-app</p> <p>A designated COVID Check-in Marshal is required to check that each attendee use the QR code. coronavirus.vic.gov.au/covid-check-in-marshal</p>	
Guidance	Action to mitigate the introduction and spread of COVID-19
6. Verify Vaccination status	What we will do:
<p>A designated COVID Check-in Marshal is required to check that each attendee shows appropriate evidence of their valid COVID19 vaccination status. coronavirus.vic.gov.au/covid-check-in-marshal</p>	

I acknowledge and understand that it is my responsibilities to implement this COVID Safe Plan for my room bookings at the Quantin Binnah Community Centre.

Signed _____

Name _____

Date _____

6.3 COVID Reporting Chart



QB Hirer's COVID Safe Plan

Reporting Process

Any hirer or attendee of a group hiring our Community Centre are to report a Confirmed Contact or Confirmed Positive COVID Case Immediately to your Group's Leader in person or by phone direct



Hirer reports COVID Case immediately to CEO, Quantin Binnah Community Centre
on 9742 5040 during office hours 8.30am-6pm.
For afterhours only contact the QB Security Officer 0468 498 099.

Hirer immediately reports case to DHHS – 1300 651 160 or Hot line 1800 67538



**The hirer and all attendees of the group are to get TESTED for COVID 19 and
MUST follow DHHS directions.**

Your booking will be temporarily cancelled until safe to resume.

CEO, Quantin Binnah Community Centre will further report case to:

1. DHHS – 1300 651 160 or Hot line 1800 67538
2. The Regulatory Authority QARD by lodging a notification through the NQAITS - ACECQA or call 1300 307 415
3. Email licensed.childrens.services@edumail.vic.gov.au within 48 hours.
4. CEO follows guidelines @ <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>
5. CEO ensures all visitors to the Centre are contacted and advised of the situation.
6. CEO arranges DEEP clean of affected area.

7.1 Application for Room Hire



Quantin Binnah Community Centre Inc

61 Thames Blvd. Werribee Vic 3030

Email: community@qbcc.org.au

ACN 0025613E

PH: 9742 5040

APPLICATION FOR ROOM HIRE

1. Contact Details			
Name of Program/Activity			
Name of Group/Organisation (If applicable)			
		ABN / ACN	
Contact Name			
Postal Address			
		P/Code	
Phone Number			
Email			
Alternative Contact		Phone	
2. No. of Attendees:		Room	
3. Description of activity:			
4. Which category best describe your group? (please tick <input checked="" type="checkbox"/> one if applicable)			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Community / Not for Profit	<input type="checkbox"/> Agency/Government Organisation	
5. What is the Date for your Booking/s? (Please also circle days for room hire on attached Calendar)			
<input type="checkbox"/> Date of Casual Booking: / / <input type="checkbox"/> Date to start Regular Bookings: / /			
6. Preferred usage requirements: (include set up and pack up time)			

Days	Start Time	End Time	Usage: Once/Daily/Weekly/Fortnightly/Monthly	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total hours per usage

7. Does your activity operate: (please tick ☒ which are applicable)

☐ On Public Holidays

☐ During School holidays

☐ During School term only

8. Insurance and incorporation: (if YES, please provide copy of relevant documentation) ☒

Does your group have minimum \$20 million public liability insurance? If No, contact Wyndham City Council wyndham.vic.gov.au/public-liability to apply for a one-off public liability insurance cover.

☐ Yes

☐ No

Is your group incorporated?

☐ Yes Cert #:

☐ No

Is your group a registered training organisation?

☐ Yes RTO #:

☐ No

Is your group a Community Service Organisation / Agency that receives funding to run programs?

☐ Yes

☐ No

Does your group charge fees to members?

☐ Yes

☐ No

If YES, how much and for what?

Does your group / organisation have a license to operate a children's service / program* (if applicable)? Please refer to the *Children's Services Act 1996*

☐ Yes

☐ No

Do your staff / volunteers have a Working with Children Check⁺ (if applicable)? Please refer to the *Working with Children Act 2005*

☐ Yes

☐ No

Does your organisation comply with Victoria's Child Safe Standards[#] (if applicable)? Please refer to *Dept of Human Services policy guidelines and legislation*

☐ Yes

☐ No

9. Does your activity need any equipment and how many? (please tick ☒ and write quantity

☐ Trestle Tables: How many?

☐ Overhead Projector

☐ Whiteboard

☐ Chairs: How many?

☐ Access to urn/hot water

Tick boxes to ensure that you have included all required information: ☒

- ☐ Completed dates on attached calendar schedule (**mandatory**)
- ☐ Copy of current public liability insurance of minimum \$20 million (**mandatory**)
- ☐ Certificate of incorporation (if applicable)
- ☐ COVID Safe Plan (completed)
- ☐ Copies of relevant licenses / Accreditation / Working with Children Checks (if applicable)
- ☐ I agree for my activity and contact details to be promoted through Council and Quantin Binnah publications and websites / notice boards.
- ☐ I acknowledge and agree to pay my room bond in advance
- ☐ I acknowledge and agree to pay my room hire fee in advance

Signature:	
Date:	

Applications can be scanned and emailed to: community@qbcc.org.au

OR posted or hand deliver to: **Community Development**
Quantin Binnah Community Centre
61 Thames Blvd
Werribee VIC 3030

For Office Use only

Date App Received:		Rate Category:		Key No:	
		Rate per hour:	\$		
Booking Entered:		Finance to invoice:	Y / N	Security Code:	
PLI provided	Y / N	COVID Safe Plan	Y / N	Other certificates	Y / N
Approved by CDS:		Date:		Agreement signed	Y / N
Induction Checklist Completed Date:		Bond Paid:	\$	Date Bond paid:	
Inspection Checklist Completion Date:		Bond Returned Date:	\$	Key returned:	Y / N



ROOM HIRE CALENDAR SCHEDULE

Please list all days where room hire required:

Day	Date	Time	Comments

7.2 Room Hire Agreement



ROOM HIRE AGREEMENT

Between: Quantin Binnah Community Centre
61 Thames Blvd, Werribee

And:

Auspice for:

Dated:

This is to confirm the hire of the following room/s at Quantin Binnah Community Centre:

Room:

Activity:

Day:

Frequency:

Time:

Commencing:

End Date:

Rate Category:

Rate per hour:

Total Hours (per week/booking):

Hire Fee: \$

(per booking)

Bond: \$

Conditions: Room hire fee and Bond to be paid in advance.

User Declaration: Please read the attached Conditions of Room Use carefully and sign the declaration below.

I (Name of applicant)..... on behalf of the agreement, undertake to pay all charges levied by the Quantin Binnah Community Centre in connection with the use of the facility described in this form. I have read and understand the *Conditions of Room Use* and other documentation supplied. I agree to leave the building, fixtures and all furniture and equipment used, in an acceptable condition for others in accordance with these terms. I also understand that failure to comply with any part of the *Conditions of Room Use* may result in the loss of Bond or additional fees being charged to recover costs where the hirer is deemed responsible.

Signed: Date:/...../.....

Please sign and scan this document and return to community@qbcc.org.au within 7 business days. Your booking will not be processed without the centre receiving this document.

Due to the State Government mandates as a condition of room hire at Quantin Binnah Community Centre, the room hirer will need to assign a COVID Check-in Marshal. Any person(s) accessing the building must provide proof of vaccination/medical exemption to enter the building.

The COVID Check-In Marshal will be responsible for the following:

1. Ensure all group attendees have checked in at the centre using the Quantin Binnah Community Centre QR code and also the group's own organisational QR code if applicable.
2. View COVID Digital certificate/exemption to enable entry.
3. Complete an Attendance Register with names of each attendee and tick where COVID Vaccination certificate/exemption is sighted. Do not take copies of any certificates.
4. Refuse entry if attendee is not fully vaccinated or cannot provide a medical exemption or unless under the age of 12.

Follow the procedure below:

- COVID Check-In Marshal to wait at the door
- Greet all attendees
- Explain the check in process
- View digital vaccination certificate or digital medical exemption (not a doctor's certificate).
- Complete an Attendance Register with a tick against each name where COVID Vaccination certificate/exemption is sighted.
- Ensure all participants are wearing a face mask when required, unless medically exempt
- Ensure participants hand sanitise once entry is granted
- Maintain social distancing
- Observe room capacity restrictions at all times (room capacity signs are located at each room entry)
- Complete this form and return to Community Development

Access the link below for more information/resources: <https://www.coronavirus.vic.gov.au/covid-check-in-marshals>

Appointed COVID Check-in Marshal details:

Name	
Phone number	
Vaccine status	

Signed: Date:/...../.....

Please sign and scan this document and return to Community@qbcc.org.au within 7 business days. Your booking will not be processed without the centre receiving this document.

Completed by Quantin Binnah Community Centre staff:				
Vaccine status	Viewed by	Position	Date	Initial

7.3 Conditions of Hire



QUANTIN BINNAH COMMUNITY CENTRE INC

CONDITIONS OF ROOM USE

The following instructions constitute the conditions of use of facilities at the Quantin Binnah Community Centre. By signing the user declaration form all users agree to abide by the clauses contained therein. Please take the time to read these conditions carefully. In the event of any dispute or difference arising as to the interpretation of these conditions or any matter connected with the subsequent hire of use of our facility, the decision by the CEO, Quantin Binnah Community Centre will be final and conclusive.

Failure to comply with any of these Conditions of Room Use may result, at the discretion of the CEO, Quantin Binnah Community Centre in the discontinuation of the use of the centre and/or loss of fees or reimbursement of costs sought from the user if substantiated that the user is responsible.

1. Application

The centre may at their discretion refuse to let the facility for any purpose at any time. No portion of the building shall be sublet or any booking transferred or assigned by the User without the written consent of Quantin Binnah Community Centre.

2. Fees

The fees shall be determined by the centre in accordance with the relevant Schedule of Hire Fees and applied to the information given in the Application for Room Hire form and as set out in the Hire Agreement. Room hire fees and bonds are required to be paid in advance. Casual hirers are required to pay for their hire fees at least one week prior to the booking. Ongoing (regular) hirers will be invoiced according to agreed terms. Bonds are required to be paid upon signing of the Hire Agreement to secure the booking. Bonds are fully refundable subject to conditions of room use being met, no damage is caused and the key is returned. All refunds are approved/not approved at discretion of CEO, Quantin Binnah Community Centre.

3. Cancellations

The user must give at least 48 hours' notice of any cancellation of a booking in writing. Casual hirers will be refunded in full if within this timeframe. Quantin Binnah Community Centre reserves the right to cancel a booking at any time if it is deemed necessary.

4. Keys/Access Card or Codes

Collection of keys or access cards is the responsibility of the hirer. All keys and access cards remain the property of Quantin Binnah Community Centre and must be returned upon completion of the booking period on the next business day. If keys or access cards are lost or misplaced, the replacement costs will be the responsibility of the user/hirer.

5. Limitations

The user shall only be entitled to the use of the room/rooms as per their booking including purpose and must not exceed the time specified in their booking. Quantin Binnah Community Centre reserves the right to let any other portion of the facility for any other purpose at the same time. For safety reasons, the user must not exceed the capacity of the space booked* or obstruct emergency exits at any time during their event. It is up to the hirer to ensure they are COVID compliant by checking the Victorian Government website and with Quantin Binnah Community Centre regarding current information on room capacity.

6. Nut Restrictions

Quantin Binnah is a nut free environment. As a children services centre susceptible to nut allergies, all users are required to refrain from bringing nuts or any food items containing nuts into the centre.

7. Smoking

Quantin Binnah is a smoke free environment. Smoking is not permitted indoors at the centre, or within the confines of the community centre boundaries including the carpark. It is illegal to smoke at our service or within 5 metres of any part of a pedestrian access point to the centre.

8. Alcohol & Gaming

Liquor sales or any form of gambling is not permitted unless the necessary permits have been obtained by the hirer/user. Arrangements for the provision of alcohol must be approved by the Community Development team. At no time is the consumption of alcohol permitted by minors under 18. A Party Safe form must be submitted to the Victorian Police for functions after 6pm and is the responsibility of the hirer/user.

9. Noise

It is the responsibility of the hirer that noise from any activity does not cause annoyance to residents in the vicinity of the centre. Any complaints of excessive noise must be dealt with immediately by the hirer/user.

10. Damage

The hirer/user will be responsible for any loss or damage due to unfair (deliberate or negligent) wear and tear to any part of the facility or building including floor coverings, walls and surrounding grounds. Any repair or service including those required as a result of faulty or unsuitable equipment being brought in and used by the hirer/user, will be arranged by the centre and the user will be expected to meet all costs as determined by the CEO, Quantin Binnah Community Centre. It is the hirer/user's responsibility to report any damage to the centre office.

11. Decorations and Fixtures

Users of the centre are requested not to use sticky tape on any of the walls for any decoration or anything that may cause damage. The hirer/user will not install or erect any fixture or temporary structure inside or outside the building. All decorations including helium balloons, must be removed from the centre at the conclusion of the booking.

12. Special Equipment

Smoke machines or naked flames are not permitted to be used in the centre as this can set off smoke detectors. In the event of smoke alarms being activated by the hirer through illegally using such equipment, the hirer/ user will be responsible for any call out fee imposed by the CFA. No indoor jumping castles are permitted.

13. Public Liability Insurance

All hirers or users of the centre are required to obtain their own public liability insurance (unless their organisation is auspiced by the centre). Cover is required for a minimum of 20 million dollars. For a single event, Wyndham City Council offer cover for a minimal cost. The hirer/user must not undertake, permit or neglect to do anything that will affect Council's insurance policies in relation to using the Quantin Binnah Community Centre, being a Council owned facility. The Quantin Binnah Community Centre or Wyndham City Council shall not be held liable for any loss or damage sustained to equipment, assets, content, personal belongings, money or other effects belonging to the hirer, its members, guests or visitors.

14. Cleaning

All hirers and users of the centre are required to leave the facility in a clean and tidy condition. Users are expected to pack up and return all furniture to the storeroom and wipe down tables and chairs used. All cleaning, including outdoor areas of the facility used by the hirer, must be completed immediately at the conclusion of the booking and within the time booked. All consumables and cleaning products are to be provided by the hirer but hirers are encouraged to use the vacuum cleaner supplied by the centre. The facility MUST be left in an acceptable condition for other users. All traces of decorations must be removed. Please remove all personal belongings as the centre will not be held responsible for any items left at the centre. A cleaning fee will be charged if a room / space is found to be left in an unsatisfactory state and requires additional cleaning.

15. Rubbish and Recycling

All hirers and users of the centre are required to dispose of all their rubbish and take it with them at the end of the function. No rubbish is to be left inside any internal bins. Bottles or bags of rubbish must not be left inside or outside the centre. A fee will be applied if any rubbish is left at the centre.

16. Storage

Storage at the centre is extremely limited and to meet COVID safe conditions, we are no longer in a position to offer any storage capacity. Quantin Binnah requires that all hirers/users of the centre bring and take away any equipment required for their booking. Quantin Binnah Community Centre will not be held responsible for any items or equipment left at the centre and reserve the right to dispose of any equipment not collected after 3 months.

17. Vehicle Access

The gates to the carpark of the centre are closed during mid-week by 9pm. Gates can be organised to be closed later on weekends upon approval by the CEO, Quantin Binnah Community Centre. If the gates are

closed upon entry to the centre on weekends the hirer or user is responsible to open and close the gates as per the entry/exit instructions given to users of the centre.

18. COVID Safe Plan

All hirers or users of the centre are required to prepare, submit and implement a COVID Safe Plan for their event or booking whilst government COVID restrictions are in place. These plans are to contain strategies that will be adhered to for the safety of all participants or guests. All plans are the responsibility of the individual representative for the group and must be made available to health authority inspectors if requested.

19. COVID requirements

All hirers and users are required to follow all current guidelines as per the Victorian Government and Chief Health Officer directives. These requirements include having a nominated COVID Check-in Marshal (please refer to the Room Hire Agreement for more information). Quantin Binnah Community Centre reserves the right to alter bookings if restrictions deem it necessary. Current COVID information can be found at:

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>

<https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer>

<https://www.health.vic.gov.au/covid-19/covid-19-chief-health-officer-update>

It is up to the hirer to ensure they are COVID compliant by checking the Victorian Government website and with Quantin Binnah Community Centre regarding current information on room capacity.

20. Close of functions

All hirers or users are required to end their activity and exit the facility on Sunday to Thursday by 10pm, on Friday or Saturday by 11.30pm subject to approval by CEO, Quantin Binnah Community Centre.

8. Induction

8.1 Induction Checklist



INDUCTION CHECKLIST FOR ROOM HIRERS/USERS

* Designates Optional Information for After Hour Hirers or only if applicable

Item No.	Items Covered in Induction	Signed by User/Hirer	Date	Signed by QB Staff
1	*Entry and Exit procedures have been explained (if applicable).			
2	*Alarm system information including unique hirer code has been explained (if applicable).			
3	*Key has been signed out and key return explained (if applicable).			
4	No nuts or products containing nuts to be allowed in the centre (item 6 Conditions of Hire).			
5	Location of toilets and accessible toilets explained.			
6	Storeroom, storage of tables and chairs shown inc WHS guidelines.			
7	Light switches and locations shown.			
8	Expectation on how to leave a room – for photos see attachment.			
9	Cleaning requirements and equipment explained.			
10	Emergency evacuation instructions have been explained.			
11	Location of first aid kits has been explained.			
12	The removal of all rubbish from the premises has been advised.			
13	*Instructions on how to use Projector/whiteboard if applicable			
14	The Conditions of Hire have been read and understood.			
Hirer/User's Name: Signature:				Date:
QBCC Staff Name: Signature:				Date:

8.1.1 Induction Room Photos



INDUCTION CHECKLIST FOR ROOM HIRERS/USERS - Room Photos

* Photos of each room to be provided at Room Hire Induction

Photo No.	Room	Signed by User/Hirer	Date	Signed by QB Staff
1	Chirnside			
2	Chirnside			
3	Chaffey			
4	Chaffey			
5	Peppercorn			
6	Peppercorn			
7	Cafe			
8	Cafe			
9	Storage			
Hirer/User's Name:				
Hirer/User's Signature:				Date:
QBCC Staff Name:				
QBCC Staff Signature:				Date:

8.2 Out of Hours Access Procedure for Hirers

It is usual practice at the Quantin Binnah Community Centre that staff open the centre and the carpark early in the morning and close the community centre by 6.30pm and carpark late at night by 9pm (Monday to Friday).

Please use the following process on weekends. If the front gate to the centre's carpark is closed and access is required for cars.

Entry to Carpark

If the front gate to the centre's carpark is closed and access is required for cars:

1. **Unlock** padlock using your **Room Hire Key**.
2. Open gate and swing to the left hand side bollard and **relock** gate using padlock to prevent the gate swinging backwards onto vehicles.

Leaving the Carpark

On weekends, if you are the last group leaving the centre, **Unlock** the padlock using your **Room Hire Key** and return gate to the **closed position and relock padlock**.

To ENTER the Centre

1. **Unlock the main entrance door** using your room hire **key** in the external lock. Turn key to the right to **OPEN**. Glass doors will open into the airlock.
2. **Unlock the second internal glass door** by placing your **key** in the lock. Turn key to the right to **OPEN**. Glass doors will open into the foyer.
3. Once inside the centre go to the right and on the wall, using the large **GREY KEY PAD**, enter your **access code** then press **OFF** and then press **Enter**. The red light/s on the key pad will disappear.
4. If the alarm does not turn off or alarm sounds, do not panic. Press the **CLEAR** button and repeat the procedure - Enter your **access code**; **press OFF**; **press Enter**. You will have about 1 minute to deactivate the alarm after you enter the centre before the alarm will sound.

To control the door opening by pressing the green buttons on both doors to exit the centre, follow the procedure below. This is a great safety feature and recommended if you have small children that you wish to contain:

5. Place key in Keylock on the second glass door **INSIDE** the foyer and turn to **EXIT**
6. Place key in Keylock on the front glass door **INSIDE** the airlock and turn to **EXIT**

Note: To enter and leave the building without pushing the green button set to AUTO.

If you are experiencing difficulties with the alarm please contact AFTER HOURS (after 6pm) Quantin Binnah Security Officer 0468 498 099

To ENTER the Chirnside or Chaffey Room

1. Use your room hire key for Chirnside and Chaffey rooms
2. Use your room hire key to enter the hallway

Lights

1. Turn on lights under the grey key pad to light up foyer and passage way to toilet.
2. Turn on lights on the wall inside the Chirnside or Chaffey Room.
3. Ensure light are turned on in toilets.

Tables and Chairs

- Use trolleys in the storeroom to move tables and chairs into community spaces as required.
- Only stack chair trolley up to a maximum of 40 chairs per trolley.
- Set up tables and chairs as required and return equipment to the trolleys after use.

LEAVING the Centre

- Return all equipment and furniture to how it was left when you entered.
- Ensure the rooms are clean and tidy after use.
- Return all tables and chairs to the store room and stack using the trolleys provided.
- Upon leaving, ensure rooms meet room photos expectations.
- Turn off all lights, including the toilets.
- Pull down blinds in Chaffey room if they are up.
- **ALWAYS lock up and re-alarm the centre after your session. If participants arrive for another booking after yours and their Group Leader has not arrived, ask them to wait outside the centre.** It is the responsibility of their Group Leader to use their key to open and close the centre. Do not leave the centre open if the Group Leader has not yet arrived. This is in-case the program has been cancelled.

RE-ALARM the Centre and LOCK UP

If there are no other people using the centre and you are the last to leave the centre, you **MUST** re-alarm and lock the centre. You have about a minute from activating the alarm to complete the lock up steps and exit the centre before the alarm will sound.

1. Using the large grey key pad on the wall, enter your **access code** then press **ON**, then **press Enter**. This will activate the alarm to the centre and the red light/s on the panel will go on.
2. **Place key in Keylock** on the **INSIDE foyer glass door**. Turn key to **LOCK**.
3. Press Green Button to exit Foyer and go into airlock.
4. **Place key in Keylock** on the **INSIDE glass front door** in the airlock. Turn key to **LOCK**.
5. Press Green Button to exit the building. Glass doors will shut behind you. Test that all doors remain closed by standing in front of external sensor.

9. After Event

9.1 Key Return

Casual hirers who have been given a key are to return their key within 2 business days after their event. Please return the key to the Centre Administration Office and sign the Key Register to confirm that the key has been returned. Regular hirers are to return their key after completion of their hire period or upon termination of hire. Building alarm codes will be deactivated after the completion of the booking.

9.2 After Event Inspection Checklist

All hirers are to complete the After Event Room Hire Inspection Checklist following the completion of their booking. This is to be submitted within two business days after the booking has taken place and can be emailed to community@qbcc.org.au or given in at the Administration Office at the Centre. Hirers are invited to submit a photo with their submission, especially for documenting any damage. The form is included in this booklet.

9.3 Bond Return

Bonds will be returned upon submission and approval of the After Event Room Hire Inspection Checklist. Bonds will be refunded promptly within a two-week period after completion of the booking. Bonds will be refunded in full, subject to the Conditions of Hire being met, no damage caused or key lost. Any damage caused may result in the forfeiture of the bond which will assist to cover costs. Quantin Binnah management may impose specific non-compliance fees, for example a fee may be applied if rubbish has not been removed from the centre. As per the Conditions of Room Use, no rubbish is to be left inside or outside the centre. This is the responsibility of the hirer.

Regular hirers can elect for the bond to be either returned at the end of the year or rolled over to the following year for those continuing to hire at the same rate. The Bond will be repaid in full subject to the Conditions of Room Use being met where fees for noncompliance may be applied. Any damage caused may result in the forfeiture of the bond to assist to cover costs

All refund decisions will be approved/not approved at the discretion of the CEO, Quantin Binnah Community Centre.



AFTER EVENT ROOM HIRE INSPECTION CHECKLIST

Hire Date: _____

Booking Name: _____

Hire Inspection Self Audit Completed by: _____

We suggest you take photos as evidence for the return of your Bond before and after your event. Please note that NO Bond will be returned for major damage. Bond decisions are at the discretion and approval by the CEO, Quantin Binnah Community Centre.

As per the Conditions of Room Use please complete the Self-Audit tool below. Please complete and submit this with the **Refund Requisition for Bond** form to community@qbcc.org.au within 5 business days after the event.

ITEM NO	TASKS TO BE COMPLETED	YES	NO
1	Tables, chairs, sinks, benches have been cleaned with hot soapy water.		
2	All rubbish has been bagged and removed from the centre.		
3	Carpeted floor areas have been vacuumed.		
4	Vinyl floors have been swept and mopped to an appropriate standard.		
5	All chairs and tables have been stacked and returned to the storeroom.		
6	Toilets have been checked and are in tidy condition.		
7	All rooms have been left clean and tidy.		
8	There is no damage to room or equipment.		
9	If Yes, please report any damage below:		

Room Hirer Signature: _____

Date: _____

For Office Use:

QBCC Inspection verified by: _____ (Staff name)

Date: _____

QBCC Bond Authorisation by CEO: _____ Bond Paid: \$

Deductions: \$

Reason for Deduction:

Total Bond Returned: \$

9.4 Bond Refund Requisition Form



Quantin Binnah Community Centre

Refund Requisition

Complete with your details and bank details

Payable To:	Date:
Postal Address:	Amount \$
Telephone:	Our Order No.
Requested by:	ACCOUNT TO BE REFUNDED
Approved by:	BANK
	BSB
	ACCOUNT NUMBER
	OR
	CREDIT CARD

Supplier Code:	Date:	
Details of Refund	Amount \$	Account Code:
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

10. Emergency Management and Evacuation

10.1 What to do in an Emergency



Quantin Binnah Community Centre EMERGENCY PROCEDURE

IN CASE OF **FIRE** or **GAS LEAK**

1. Alert all occupants
2. Evacuate all occupants
3. Contact Emergency Services call 000
4. Report incident to Quantin Binnah Community Centre as soon as possible. Call the Quantin Binnah Security Officer on 0468 498 099.
5. Contact Wyndham City Council after hours number if the matter you are reporting is urgent or a hazardous situation that may cause physical harm to a person or property, please call Wyndham City on **1300 023 411**

Please follow emergency evacuation plans located throughout the building. Go to Assembly Area 1 (b) in the park at the rear of the community centre

Do not re-enter the building until safe to do so.

IN CASE OF **FIRE/GAS LEAK/MEDICAL EMERGENCY**

1. **Phone 000**
2. Alert Quantin Binnah Administration Office if room hire is during office hours 8.30am-6pm. For after hours, please contact the Quantin Binnah Security Officer on 0468 498 099 or Wyndham City on **1300 023 411**.

Provide the following information:

1. What is your emergency.
2. Your location = 61 Thames Blvd, Werribee (9742-5040)
3. Your name.
4. Your contact mobile number.
5. Advise if anyone injured.

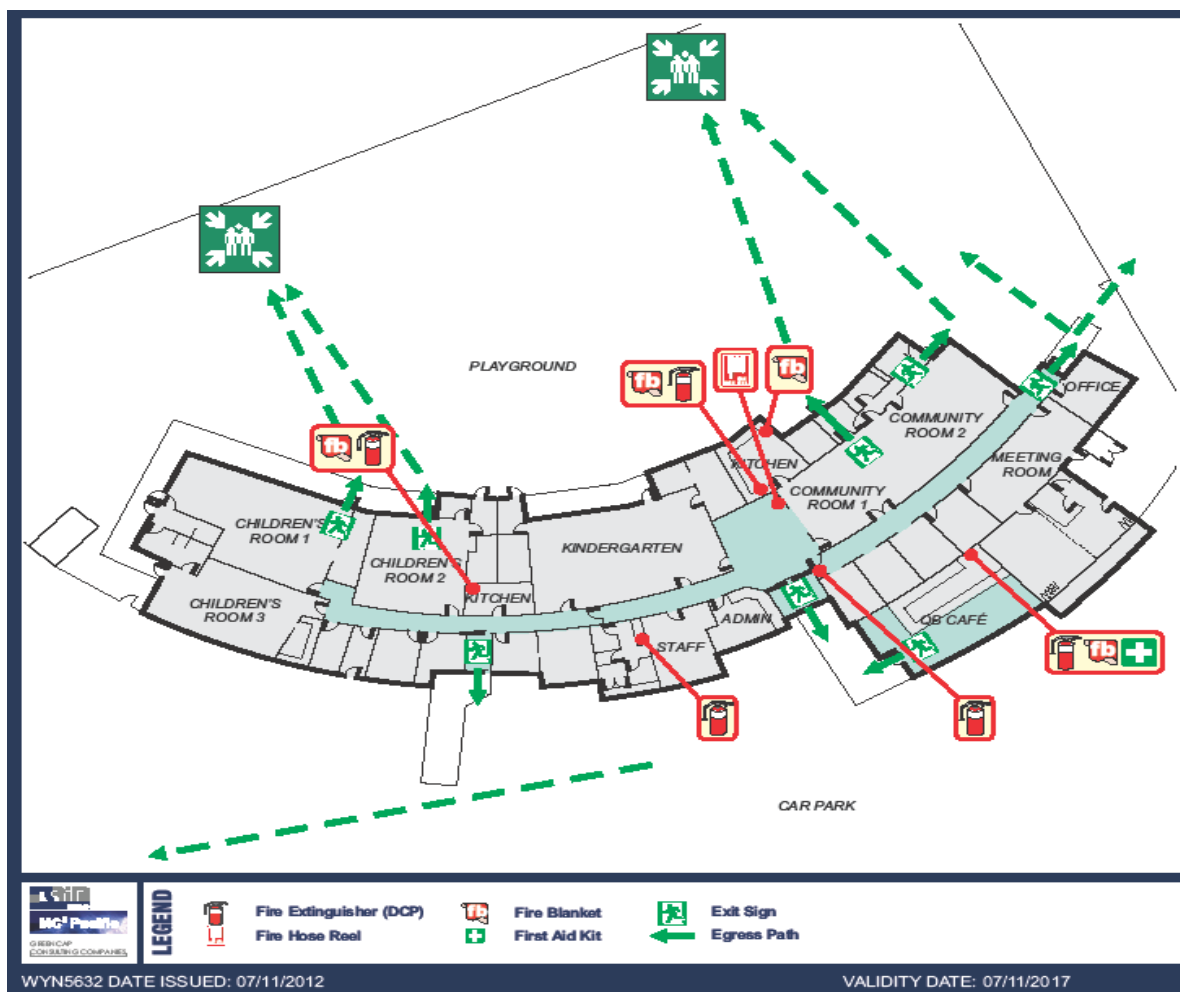
10.2 Site Plan and Evacuation Points

Your Evacuation Point: GO to Assembly Area 1(b) in the park at the rear of the Community Centre. Do not go into the carpark as this will allow emergency vehicles to enter from Thames Blvd.

Please exit via the front foyer or alternatively by the community hallway and use your key to unlock garden gate to exit to footpath. Only return when advised it is safe to do so.



QB Evacuation Plan



QUANTIN BINNAH CC
61 THAMES BOULEVARD
WERRIBEE, VIC
GROUND

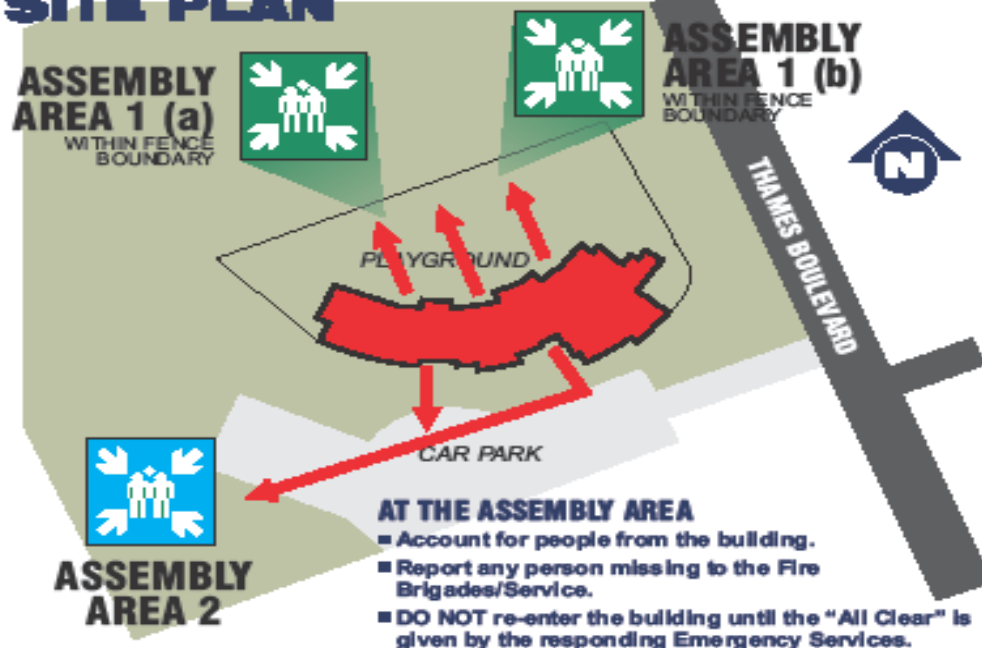


EVACUATION PROCEDURES

**FIRE AND EMERGENCY OPTIONS
IN CASE OF FIRE**

- | | | |
|----------|--|--|
| R | REMOVE PEOPLE FROM IMMEDIATE DANGER AREA
Continually assess the situation, do not put yourself or others at risk (Do not obstruct Exits and/ or Exit Routes) | |
| A | ALERT OTHER PEOPLE IN VICINITY OF THE FIRE/ EMERGENCY
Dial 000 and ask for Fire Brigades/Service | |
| C | CONFINE FIRE/SMOKE
Close doors behind you and where practicable, windows also (To contain smoke/fire) | |
| E | EVACUATE
(Extinguish/Contain Fire. If trained and if safe to do so, operate appropriate extinguishers) | |

SITE PLAN



VERSION 1.1

Prepare

Plan

Calenders

Health & safety guidelines

Rooms

Responsibilites

Community starts here.

Cleaning & Expectations

Fees, bonds & guarantees

Communication & guidelines

Bookings



Quantin Binnah
Community Centre

www.qbcc.org.au