

# Facilitator Briefing Kit

## Potts Hill Facility

### Getting to Sydney Water – Potts Hill

The address for Sydney Water's new Potts Hill Facility is 20 William Holmes Street, Potts Hill NSW 2124 (off Rookwood Road) next to the Grey Hound Club. A location map is attached to the last page of this information kit.

### Site Access and Security

Visitors without an ID card must enter from William Holmes Street and park in the visitor parking **outside the security gates**. They can then use the intercom at the pedestrian gate to identify themselves to reception staff. The pedestrian gate can be opened remotely by reception staff to let visitors into the site.

### On Arrival

All facilitators/visitors must **report to reception on the ground floor** of the main office building where they will be issued with a visitor's pass. They must be met, provided with a site induction and escorted by Sydney Water staff at all times during their visit, and **return the visitor's pass when they leave**.

### Visitor parking

Parking for non-Sydney Water staff is located at the William Holmes Street entrance to the site, **outside the security gate**.

### Speed limit on site

The site speed limit is 10 km per hour. For the safety of your work colleagues please observe speed limits and all other traffic control signs.

### Reception contact number

9644-0940 (For all enquiries relating to rooms at this location.)

### Reception hours

The normal business hours are from 8.00am –5.30pm, Monday to Friday (except public holidays).

### Emergencies

In an emergency, follow the procedures in the evacuation plans, which are displayed on each floor of the office and warehouse. Please familiarise yourself with these procedures at your induction so you know where the evacuation points are.



Main Building



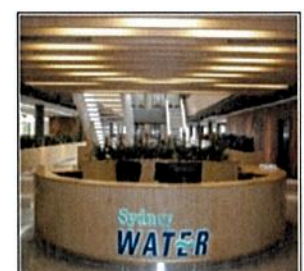
Driveway to Building



Visitors Parking/Entrance Gate



Main Entrance



Reception



## Potts Hill Site and Logistics Manager

The Site and Logistics Manager will be responsible for management of site specific processes such as:

- site wide communications
- site specific health and safety (eg site safety committee, safety matters affecting the site)
- security (ID card and key profiles)
- site inductions
- visitor and deliveries management
- coordinating grounds/facilities maintenance.

## Security cameras

Security closed circuit television (CCTV) cameras are installed for your safety and security. The cameras are located at numerous locations around the yard and within the warehouse and office areas.

Monitors installed in the office reception areas will allow monitoring of the gates only. Electronic surveillance records are only accessible to authorised staff of Sydney Water's Security and Emergency Risk Management (S&ERM) Unit for investigating documented incidents only.



Kitchen – Ground Floor

## Facilities and Services

### Kitchen and lunchroom

The Potts Hill Facility has a number of kitchens and lunchrooms. All kitchens are stocked with fridges, dishwashers, microwaves, toasters and a range of crockery and cutlery. They will be stocked with tea, coffee and sugar.

**Please use the combined kitchen and lunchroom (with outside deck) on the ground floor**

There is a LCD TV in the lunchroom to display safety alerts and other important information.



Lunch Room – Ground Floor

### Training Rooms

Groupwise room name	Seating Capacity	Standard Layout
Room – PH – G.13 <b>Warragamba</b>	87	Theatre/Boardroom/Workshop
Room – PH – G.16 <b>Pipe head</b>	18	Training Room
Room – PH – G.17 <b>Greaves Creek</b>	32	Training Room
Room – PH – G.18 <b>Avon</b>	10	Computer Room

Each training room on the ground floor is fitted with a built in data projector, built in screen, fixed data cables for connection to your laptop, whiteboard and markers.

Please advise how you would like your room set up prior to training. They can be set up in a boardroom style, pod style, "U" shape and class room style. Rooms cannot be arranged on the morning of training.

Training materials will be brought to the training room if sent prior to course commencement. If you require a DVD to be played, please ensure you bring it with you and play it through your laptop, as no VHS or DVD players are supplied.



Outside Deck – Ground Floor



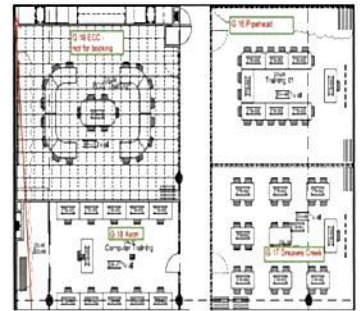
Pipe Head Room

## House Keeping

You will receive an induction on the training facilities and emergency procedures on your arrival, as you will need to relay this information to your participants during your training delivery.

Please ensure you:-

- cover all housekeeping including evacuation procedure
- meal breaks
  - Morning Tea @ 10.00am
  - Lunch @ 12.00pm
  - Afternoon Tea @ your leisure
- location of toilets
- mobile phones
- leave the room clean and tidy after use
- turn off projectors and lights
- clean white boards
- remove all rubbish at completion of training eg. Flipcharts
- clean up any crockery or cutlery you used (place in dishwasher).



Training Rooms

## First aid kits

First aid kits are available in both the main office building and the warehouse. Their location is signposted. Details of first aid officers are displayed in the kitchen/utility zones in each building.



First Aid

## Defibrillation unit

Defibrillation units are located in the:

- sick room on the ground floor of the main building
- depot office main kitchen on the ground floor.

## Sick room

A sick room is located on the ground floor of the main office building between the male and female locker rooms. It has hot/cold water as well as a bed to rest.

## Catering

Catering is provided for all courses over four hours.

Full day courses will be supplied with lunch.

If you or a participant has any special dietary requirements, **please advise Reception prior to 9:30am.**



**Lunch will be delivered at 12.00pm.** Other breaks can be taken when you like. Tea/Coffee and Biscuits is provided for morning/afternoon tead, which is located in the kitchen on the ground floor.

## Attendance sheets and course evaluations

It is critical that all participants who attend training are recorded in Compass (our Learning Management System).

Attendance sheets and course evaluations are provided for each training course. These must be completed and handed in at the end of your training to Reception for record keeping.



## Contact Information

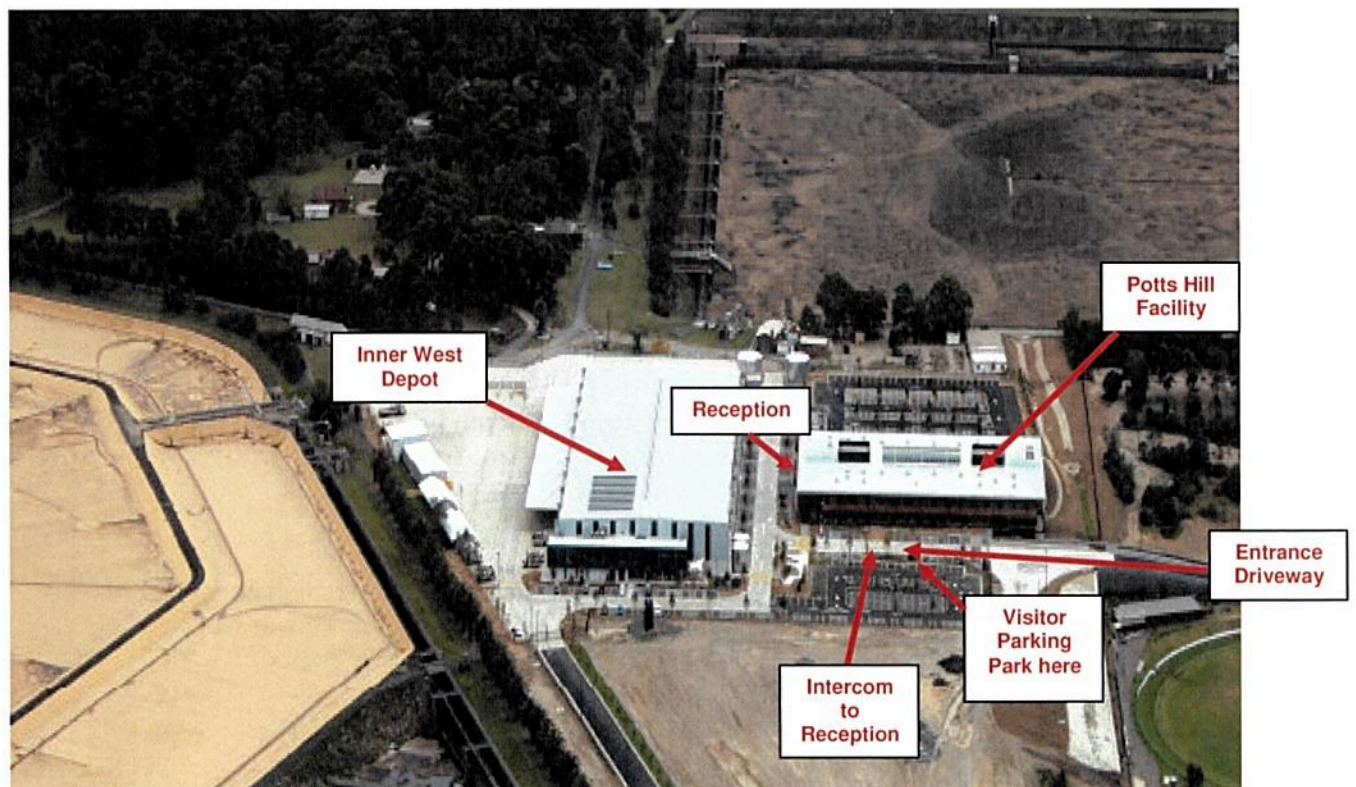
For information on course scheduling, where to send resources, or coordination concerns, please send an email to [compass@sydneywater.com.au](mailto:compass@sydneywater.com.au) or alternatively, contact Tanya O'Donnell on 8849 3411.



## Site Map & Location Map

**Building address – 20 William Holmes Street, Potts Hill.**

**Please park in the Visitors Parking (outside the gated area) then proceed to the yellow Intercom stand just before the gate and buzz reception to advise you have arrived. Walk around the back to the reception area for your induction.**





## Potts Hill Business Park

