



Canberra Alpine Club

Jindabyne Lodge Operations Manual

Version 3.2 – 2 October 2021

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2 INTRODUCTION

The purpose of this Manual is to provide information on the operations of the Canberra Alpine Club Jindabyne lodge.

The Manual will be kept up to date as circumstances change. Ideally, the Manual should be reviewed annually to ensure it includes the most current information and be readily available to members.

The Operations Manual is published on the Club's website (<http://www.cac.org.au/>) under Our Club -> [Policies and Guidelines](#).

This Manual only covers standard operating procedures and members should refer to changes in operations relating to COVID-19 pandemic in the COVID-19 Management Plan available on the Club's website (<http://www.cac.org.au/>) under COVID-19 [Essential Information](#).

3 LODGE LOCATION

The Jindabyne lodge is situated at 3 Banjo Patterson Crescent, Jindabyne (turn right into Banjo Patterson Crescent, just before the Jindabyne Bowling Club).

4 LODGE HISTORY AND CONSTRUCTION

The original Jindabyne lodge was constructed in 1968 on leased land in Banjo Paterson Crescent, adjacent to Lake Jindabyne. Freehold title was acquired in 1992. The original lodge was demolished in late 2013 and a new lodge built, opening in August 2014.

For detailed plans refer to [Attachment A - Building plans](#).

The new lodge is constructed with structurally Insulated Panels (SIPS) panels. Except for steel framework in the upper lounge and two masonry walls on the ground floor there is no structural frame in the lodge. The SIPS panels are glued and screwed together to create a self-supporting frame. The SIP panels are composed of an outer and inner layer of 13mm OBD board with polystyrene insulation wedged in-between. The polystyrene insulation varies from 100mm depth in the walls to 150mm in the roof.

Retro fitting services such as water and electrical wiring is very difficult because of the internal polystyrene insulation in all walls and floors. Fixtures can be reliably hung by screwing directly into the SIPS wall panels because of their density and strength.

The external surface of the lodge is rendered. Minor localized cracking has occurred on the north and west walls because of the large daily heat variations, particularly in winter. The manufacturer and structural engineer say this minor cracking is not structurally dangerous, only aesthetic. Re-rendering will be required on a regular basis to mitigate the minor cracking.

The SIPS panels junctions should be inspected on a regular basis to determine if there has been any building movement.

5 CONTACT INFORMATION

Maintenance:

Plumber: Jindabyne Snowy River Plumbing & Gas Service, Jason Moore, Mobile 0402 236 564, email hello@srgplumbing.com.au

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

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

Appliances: Alex Andrich Jnr, Berridale Appliance Services, Mobile 0427 110 427 or Phone (02) 6456 5234

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

Gas: Elgas Phone 131 161

Admin Officer (and Bookings): Sarah 0499 257 463 (0499 ALPINE)

CAC Perisher lodge (02) 6457 5225

CAC Jindabyne lodge (02) 6456 2330

6 ACCOMMODATION INFORMATION

The Jindabyne lodge is licensed to accommodate 30 people. There is no resident Lodge manager.

The lodge has ensuite rooms of different configurations. The lodge is a non-smoking, self-catering lodge and is open all year round.

Each room is supplied with pillows and doonas only, and members and guest must supply their own bed linen (sheets and pillowcases) and towels. If needed, spare blankets are available in some bedrooms or in the linen storage on the lower level.

The lodge has one large fully equipped kitchen, a large communal dining room and lounge, a laundry with a washing machine and drier, and one drying room for boots and clothing. A kitchenette is located on the lower level. A ski waxing area and a bicycle lock-up cage are located under the rear deck. There is also a pool table in the games room on the lower level.

No catering is provided, except for advertised catered events. Members and guests will need to bring a supply of food for their stay. Some tea, coffee and sugar are provided for general use. A Woolworths supermarket is located close by in the Nuggets Crossing Shopping Centre. There are several dining options in Jindabyne, including dine-in and takeaway.

A BBQ is located on the Deck for use all year round.

The Club does not provide internet or Wi-Fi. Cellular coverage is normally not an issue in Jindabyne.

6.1 BOOKINGS

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

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

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

Booking Officer – mobile 0499 257 463 (0499 ALPINE) or cac.office@cac.org.au

The booking rules are outlined in the By-laws and current accommodation rates are published in the Club's Newsletter - Frozen Acres. This information is also published on the CAC website

(<https://www.cac.org.au/>) with various links to relevant pieces of information under [Our Club](#).

The lodge bunk list is shown electronically via a tablet set up in the main entrance. Instructions on how to use the tablet are posted on the wall near the tablet. Booking updates do take a little while to refresh on the tablet screen.

6.2 BOOKING TABLET

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

6.3 DOOR CODE

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

The door code is generally changed periodically.

Members requiring the use of the bike storage shed (located below the deck), should contact the Admin Officer for the code as this is separate to the door code.

6.4 CHECK IN / CHECK OUT TIMES

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

Members and guests may leave their packed luggage temporarily on the lower level under the stairs if they arrive early, or on departure day to pick up prior to leaving.

6.5 PARTY LEADER

At times when there is a group or several groups staying at the lodge, one member shall be appointed as a Party Leader with responsibility for the harmonious functioning of the lodge. The role and responsibilities of a Party Leader are set out in a separate document available on the Club's website - (<https://www.cac.org.au/>) under Our Club -> Policies and Guidelines -> Policies -> [Party Leader Duties](#).

6.6 SMOKING

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

7 SERVICES

7.1 WATER

The water connection for the lodge is an underground valve situated on the east side of the upper bank front garden area.

Refer to [Attachment C – Water and Sewerage Services Layout](#) for further details.

7.2 ELECTRICAL

The lodge has an external meter box and main switchboard. The meter box is situated externally on the east end of the building at the base of the carpark stairs. There is an underground cable crossing under the carpark from the electrical service pole in the front garden.



Meter box position and internal photo

The main switchboard is situated on the ground floor on the right wall after the main entry door (before the drying room).



Main internal switchboard

Refer to [Attachment B – Electrical Services Layout](#) for further details.

7.3 FIRE SERVICES

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

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

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

The evacuation assembly area is in the carpark. Members and guests should familiarise themselves with the evacuation points and assembly area maps posted in the Lodge.

Each room has a fire sensor installed in each ceiling that are connected back to the Entry Foyer Fire Panel.

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

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

There is a fire hose in the front foyer plus portable fire extinguishers at key locations around the lodge.



Fire panel located on RHS of entrance foyer and Fire Hose Reel on LHS front foyer

Refer to [Attachment B – Electrical Services Layout](#); Diagram - Jindabyne_CAC-CC-D

7.4 SEWERAGE/WASTE

The sewerage connection for the lodge is situated on the north-east side of the lodge, approx. 5 metres from the east boundary, refer to Attachment C.

Note: The main sewerage line crosses the rear of our property underneath the rear decking. There is a manhole on the east side of the rear decking. The main sewer line is the collection point for East Jindabyne and runs into the pump station about 50 metres towards the Bowling Club.

There is a grease trap situated midway along the east side of the building which collects all kitchen waste and discharges into the sewerage system.

This grease trap requires an annual inspection with certification to be forwarded to the Cooma Monaro Shire Council (CMSC).



Grease pit on east side

7.5 HEATING

The lodge has a combination of two heating systems – LPG and electricity.

7.5.1 Upstairs Lounge

There is an LPG gas heater situated on the window side of the upstairs lounge. This heater will require a maintenance inspection before winter by an accredited gas technician.

There is also a wall electric heater situated at the rear of dining room.

7.5.2 Upstairs Lounge

There are two wall mounted electric heaters installed on each side of the downstairs lounge. These are generally kept on for extended periods in winter to warm up the south and east masonry walls which then act as thermal radiators to warm the lower floor and up the stairwell into the upper lounge.

7.5.3 Bedrooms

There are wall mounted electric heaters installed in rooms 1, 2, 5, 6, 7 and 8. Each bedroom en-suite has underfloor heating, see further details below - [Heating 8.10](#).

7.5.4 Drying room

The drying room is heated by two thermostatically controlled electrical heaters which are controlled by a circuit breaker in the main switch board.

7.6 GAS

The lodge is supplied with LPG gas from a main tank situated in the front garden. The contracted gas supplier is Elgas who also own the gas tank and are responsible for its maintenance.



Main gas tank in car park

The gas is used for cooktops in the kitchen, heating and the hot water for each en-suite and bathroom.

The BBQ is supplied from an LPG gas bayonet in the upstairs deck. The secondary fuel system is LPG gas bottles, stored in the sub-basement storage area, which are normally checked and refilled during a Work party if necessary. Members who refill the bottle can seek reimbursement from the Club.

7.7 HOT WATER

The lodge has continuous flow Rinnai gas heaters (models HD220e) situated on both ends of the lodge which supplies the bathrooms and kitchens. In colder months, the hot water does take a little while to come through to the bathroom and kitchen taps, so a little patience is needed to run the tap longer than for conventional hot water systems.



West wall HW gas heaters



East wall HW gas heaters

Refer to [Attachment B – Electrical Services Layout](#) for further details.

7.8 SOLAR ARRAY

There are future plans to install a solar array on the Jindabyne Lodge roof however no definite date has been decided at this point.

8 GENERAL INFORMATION

8.1 LODGE PARKING

Parking on the premises is available for members staying at the lodge (12 parking spots plus a disabled parking spot), and some limited parking at street level. Except for unloading/loading vehicles members and guests should not leave their car parked in the driveway, as this blocks access for others entering or exiting the lodge. Members staying at the Perisher lodge or other accommodation are not to leave their cars parked in the lodge carpark without prior approval.

Access to the backyard can only be made through the neighbouring lodge Calemondah through their rear carpark. There is an agreement to access our backyard with Calemondah. If access is required then approval must be obtained via an email sent to:

Paul Manning, Chair Varsity Alpine Club Ltd. pmanning1957@icloud.com

Greg Powell, Maintenance Manager. gpowell712@gmail.com

8.2 WASTE AND RECYCLING

A regular domestic waste and recycle collection service is provided by Snowy Monaro Regional Council. Red waste and yellow recycle bins are located to the left of the lodge's main entrance. Members and guests staying at the lodge should observe the collection service date/s and place bins on the kerb at the top of the driveway and return bins after collection. Collection details are posted on the noticeboard in the lodge entrance.

8.3 FOOD LOCKERS AND FRIDGES

The lodge has short-term food storage cupboards assigned to each room, two fridges and one small freezer in the main kitchen available for use during each stay. The kitchenette on the lower level has a small fridge and microwave. Members and guests are required to remove all their food items at check-out. There are no long-term member storage areas, as the lodge is easily accessible all year round.

8.4 CLEANING

Members and guests are required to clean their bedroom and en-suite prior to departure. During their stay, members and guests are required to clean up after their use of the kitchen, kitchenette, upper dining and lounge rooms, and lower lounge.

Commercial cleaning occurs weekly on Tuesdays between 10am and 1pm. The lodge should be vacant during cleaning. Cleaning usually occurs weekly during the peak winter season but on as needs basis during the off -peak period.

Additional cleaning may be required and especially in response to an infectious disease incident in the lodge.

8.5 CLEANING ITEMS

Vacuum cleaners are located on the upper and lower levels. A vacuum handstick is attached to the wall on the upper level to be used for smaller clean up jobs.

Cleaning products are set up in each of the en-suites for use by members during their stay. As products are used up, members can retrieve replacement products from the storage cupboard on the lower level.

8.6 RESUPPLIES

The Jindabyne Officer is responsible for resupplying general use supplies at the lodge. This is generally done at lodge work parties. A top up of supplies may be required during the peak season and members should notify the Admin Officer or the Jindabyne Officer of what is needed.

Alternatively, members can purchase lodge supplies at the local supermarket for items that are more readily used like toilet paper, paper towel, tea/coffee/sugar and seek reimbursement from the Club.

8.7 MAINTENANCE AND REPAIRS

The Jindabyne Officer will coordinate maintenance and repairs of normal wear and tear in the lodge, either at lodge work parties or by contracted suppliers, as required.

Members and guests are encouraged to report any maintenance or repair issues to the Admin Officer or Jindabyne Officer.

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

8.8 INCIDENTS

Members are required to report and manage incidents for example, problems with power, water, sewerage, or equipment. For incidents that members are unable to be fixed on the spot, members should refer those issues to the Jindabyne Officer or for emergencies use the Contact information posted on the notice board for example, plumber or electrician, or contact the relevant authority, as necessary.

One of the most common causes for electrical safety switches to randomly trip is damaged and/or faulty household appliances. Before contacting the Jindabyne Officer or electrician, check the circuit board in case one of the electrical safety switches has tripped. If the safety switch continues to trip, turn off and remove the faulty appliance and report it to the Jindabyne officer. The power circuit board is on the wall between the inner entry door and the drying room door.

8.9 FIRST AID

A first aid kit is located on the wall in the entry hallway (just left of the internal door).

The Jindabyne Medical Centre is located at 5 Thredbo Terrace, Jindabyne, approx. 500 metres from the Lodge. Phone: (02) 6457 1221.

8.10 CEILING FANS AND AIR CIRCULATION

A ceiling fan is in the upper lounge to improve the air circulation and distribute heat during winter and cooling during summer. The controller is attached to the wall at the kitchen entrance (left hand side).

8.11 UPPER LOUNGE WINDOW TINTING

The upper lounge and kitchen windows have window tinting installed on the windows interiors to mitigate the summer heat. The windows also have roller blinds to further control summer heat input. Care must be taken with the cleaning of these windows by using mild cleaning solutions to prevent damage to the tinting.

9 REGULAR MAINTENANCE

9.1 WORK PARTIES

Work parties occur during off peak season, generally held over several weekends during this period. The Lodge Managers identify suitable weekends and publish this information in Frozen Acres and members confirm attendance directly with the Jindabyne Officer. Work parties are a good way for people interested in joining the club to attend, to find out how the club runs and meet members. Their attendance and contribution are also recorded for accruing points towards membership.

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

9.2 BEDDING

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

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

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

9.3 FLEXI HOSES

There are no flexihoses installed within the Jindabyne Lodge. This contrasts with Perisher which has a five-year replacement program.

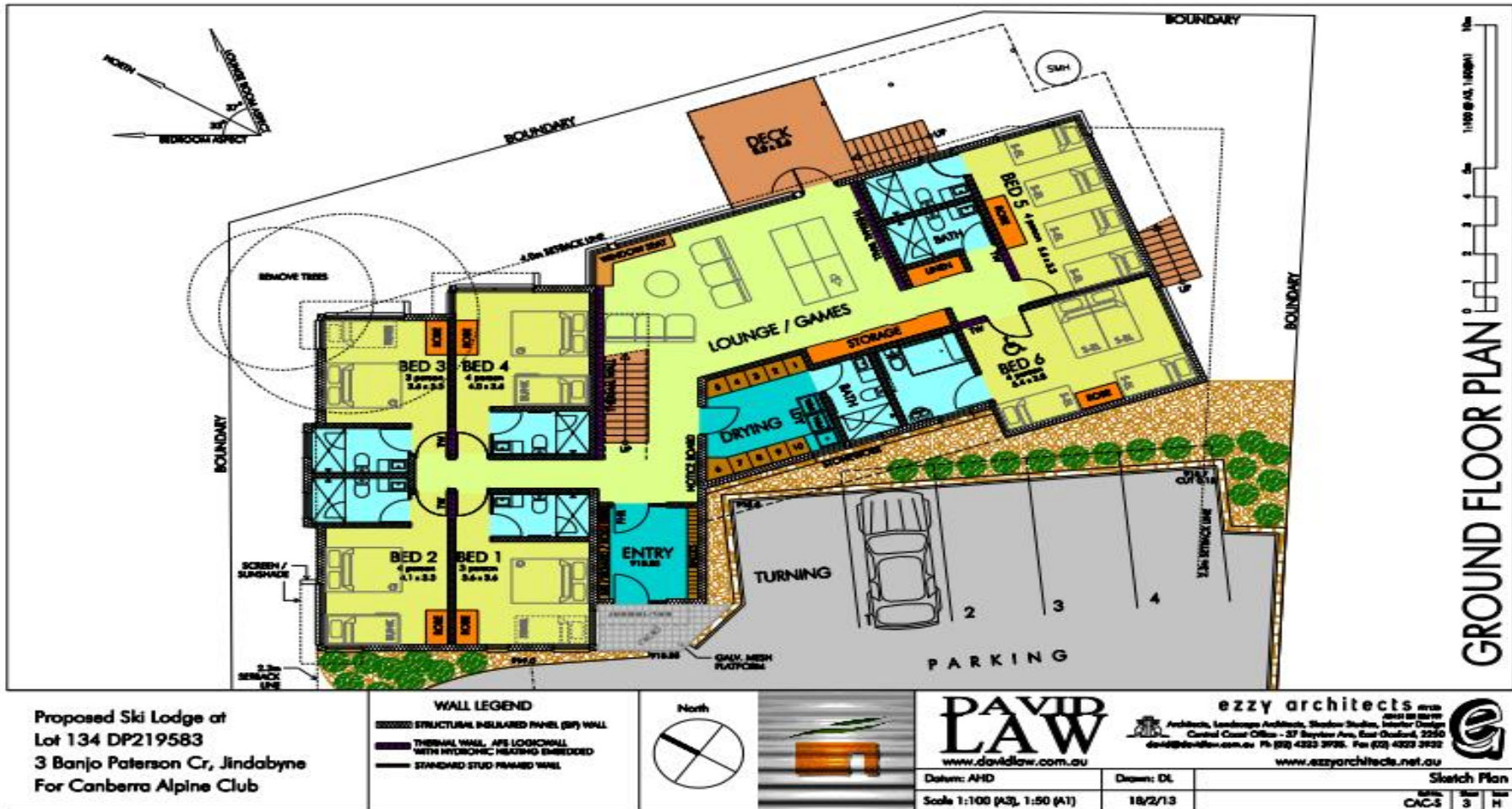
10 CAPITAL WORKS PROGRAM

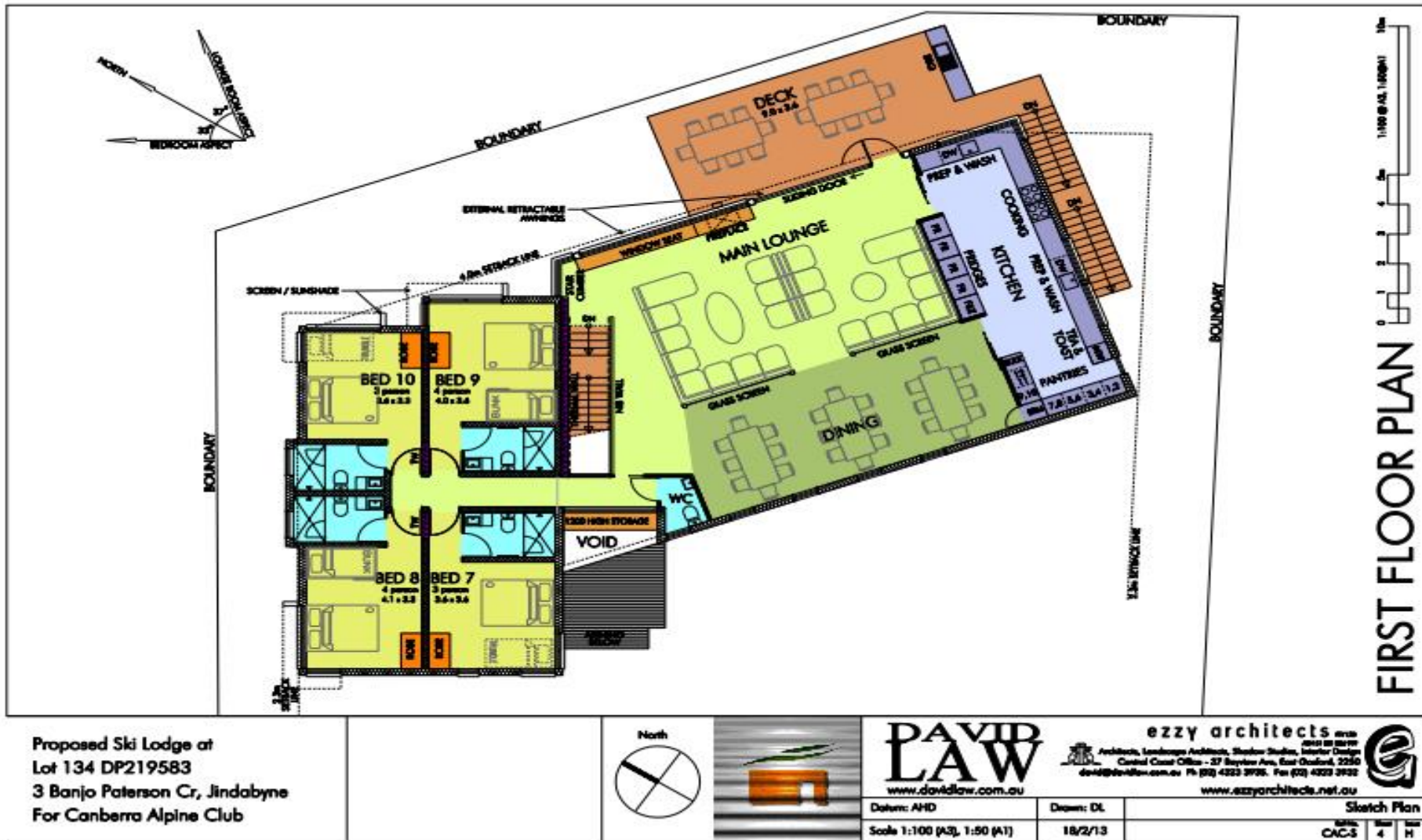
The Club has a Five Year (5) Capital Works Program which is updated on an annual basis by the Lodges Committee and approved by the Main Committee.

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

11 ATTACHMENT A - BUILDING PLANS

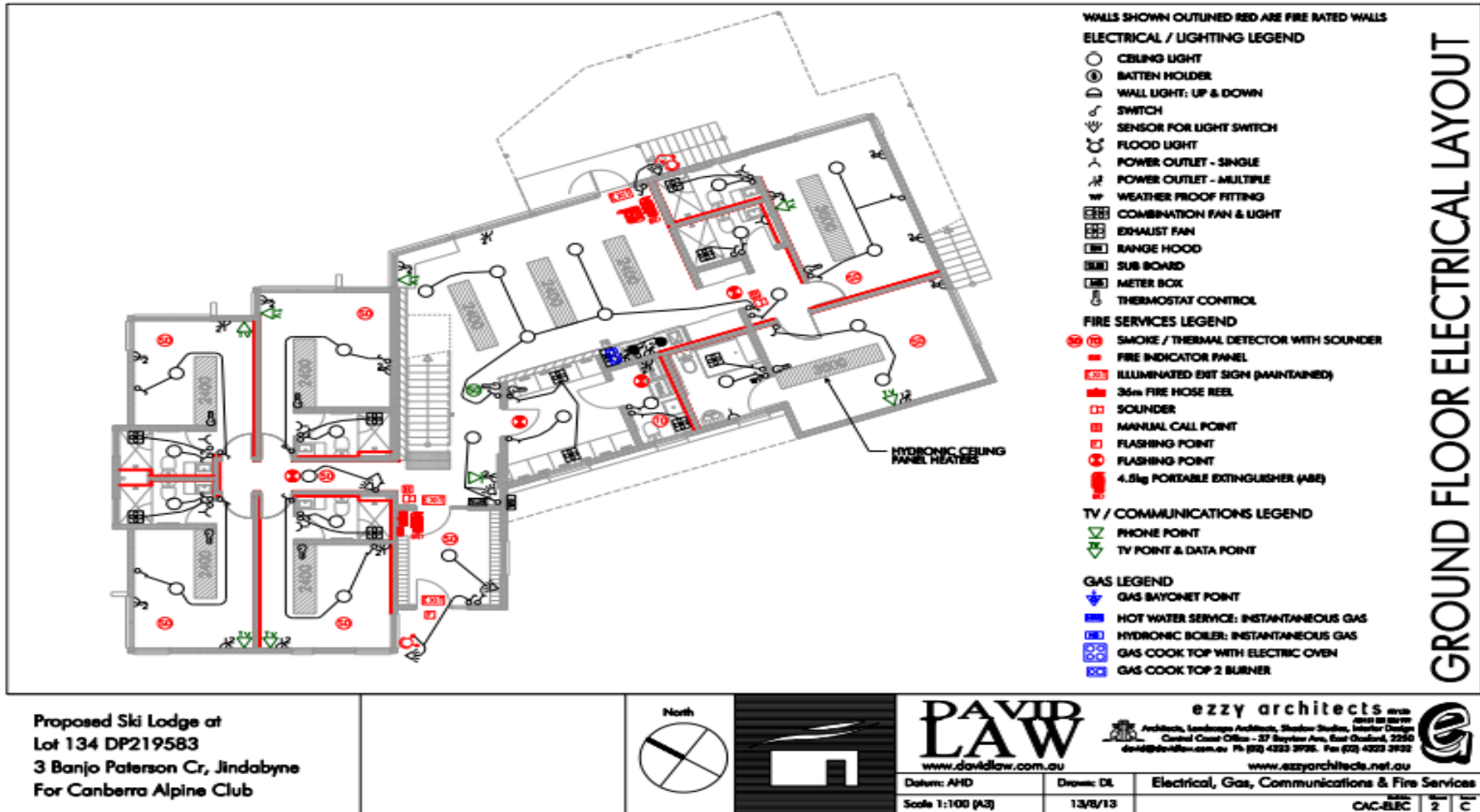
Refer to Attached Plan - Jindabyne_CAC-s-H.pdf

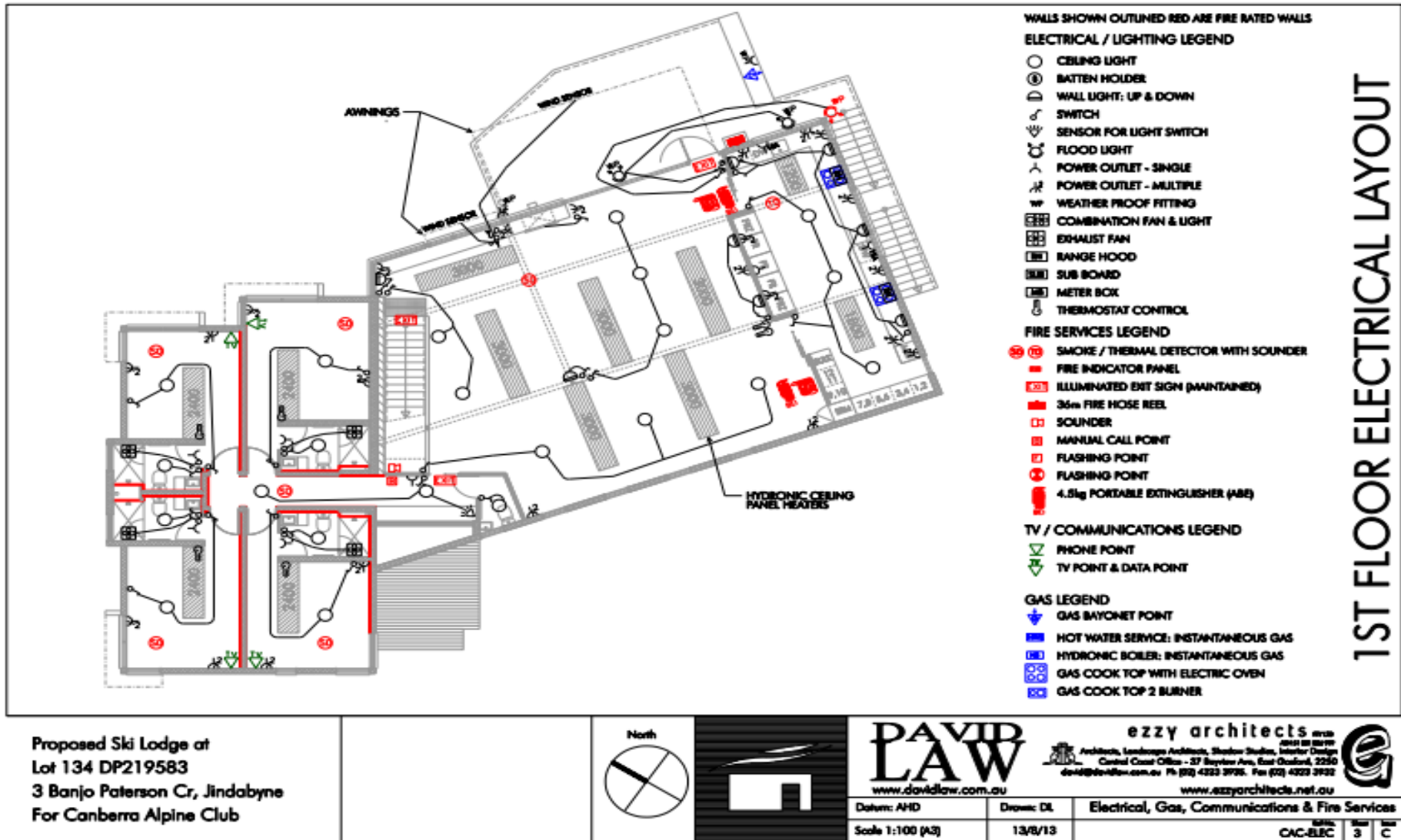




12 ATTACHMENT B - ELECTRICAL SERVICES LAYOUT

Refer to Attached Plan - Jindabyne_CAC-elec-C.pdf





13 ATTACHMENT C - WATER AND SEWERAGE SERVICES LAYOUT

