

# 2011/12

## ***International Power*** **TRAFFIC SCHOOL**

### Information Kit

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***Please note important information below:***

**Fees and security bond must be paid at time of booking for a 'Standard Hire' or booking is not secured.**

**The EFT form must be completed and returned to Latrobe City Council in order for the security bond to be refunded.**

**Key must be collected (and returned) **during office hours** from 8.30 am to 5.15 pm Monday to Friday. If an emergency 'call out' is required or the key is not returned, the security bond will be forfeited.**

**Have a great visit!**

## Hire Options

### **Standard Private Hire - e.g. birthday parties, private functions**

#### **WITHOUT** the Traffic Safety Educator includes:

- Latrobe City cubby with limited bikes (medium size). Standard users are required to bring their own bikes and helmets
- Assorted cubbies for children to utilise
- Rotunda with electric undercover BBQ, outdoor table and chairs
- Undercover area with wooden outdoor table settings
- Air conditioned / heated classroom/function room with plastic trestle tables, plastic chairs, wooden bench seats, whiteboard
- Toilets - separate male and female
- Disabled toilet with baby change table
- First aid kit
- Fully asphalted road layout with traffic signals controlled from the classroom
- Cleaning equipment including broom and mop
- Kitchen facilities including: kettle, variety of crockery, cutlery, oven with hotplates, oven trays, microwave oven and fridge

### **EDUCATIONAL HIRE – e.g. schools, preschools, special schools**

#### **WITH** the Traffic Safety Educator in attendance – includes:

#### Includes all of the above plus:

- Traffic Safety Educator trained in Bike Ed & Level 2 first aid
- Use of the Traffic School bikes:
  - Small, medium & large bikes. (Training wheels are available for some small bikes)
- Use of the Traffic School helmets
- Road safety resources including puzzles, videos, Bike Ed and Road Smart kits
- Use of hand-cranked trikes (depending on students' needs)

## 2011/12 Fees & Charges

<i>Service Type</i>	<i>Educator</i>	<i>2011/12 \$ (GST Inc)</i>	<i>Basis</i>
Educational Groups: Playgroups, Kindergartens, Special Schools, School Groups, Scout Groups etc	No Educator – an additional Security Bond of \$70 required	\$34.00	per hour
	With Educator - (No Security Bond)	\$56.00	per hour
Private Groups (birthday parties, functions etc)	No Educator – an additional Security Bond of \$70 required	\$53.00	per hour
	With Educator – (No Security Bond required)	\$104.00	per hour
Mobile Bike Education Trailer	No Educator – an additional Security Bond of \$200 required	\$29.00	per DAY
	With Educator – (No Security Bond required)	\$27.00	per hour
	PLUS - Hire of Bike Education Trailer	\$29.00	per DAY
Hand Cranked Tricycles	With responsibility for repair or replacement of damaged unit	\$2.00	per DAY

**Note: The security bond will be refunded within 15 working days of hire if:**

- **the terms of the hire agreement have been met**
- **the key/s have been returned**
- **EFT form has been completed and returned (page 12)**
  - **Note – the EFT form must have the same name as detailed on the Hire Form**

The fees outlined in this document are current for the 2011/12 financial year and are subject to an annual review.

Please confirm the fees at the time of booking the facility.

## How to secure a booking

For a standard booking **WITHOUT** the Traffic Educator - complete the forms on pages 9-12 (for party hire, private functions, etc)

- Hire Agreement form – Page 9, **Section 1**
- Terms and Conditions of Hire form – Page 11
- EFT Payment form – Page 12

Note: Your booking is not guaranteed until payment is received by Latrobe City Council

To secure your booking, return completed forms, along with the full payment of the hire fee and security bond, to any of Latrobe City Council Service Centres at Traralgon, Morwell or Moe.

For an **EDUCATIONAL** booking **WITH** the Traffic Safety Educator (for educational organisations i.e. schools, preschools, special schools, scout groups etc)

Contact Latrobe City Council on (03) 5128 5664 to make a tentative booking of the facility and/or the Traffic Educator.

On confirmation of the Traffic Educator's availability (if requested), the hirer will be contacted by phone from the Traffic Educator to discuss the program.

The following forms on pages 9-13 must be completed and returned to Latrobe City Council:

- Hire Agreement – Page 9, **Section 2**
- Terms and Conditions of Hire – Page 11
- EFT form (if Traffic Educator not hired) – Page 12

Return completed forms to Latrobe City Council along with your payment, within seven days of the booking.

For educational organisations only, an invoice for payment of the hire can be arranged however, a penalty fee will apply if the hire is cancelled and Latrobe City Council is not notified within five working days prior to the hire.

All forms are available for download from the Latrobe City Council website at [www.latrobe.vic.gov.au/Services/TrafficSchool](http://www.latrobe.vic.gov.au/Services/TrafficSchool) or can be collected from a Latrobe City Council service centre in Traralgon, Morwell or Moe.

# KEYS

## 1. Collection of Key for a 'Standard Booking'

A key to open the facility must be collected from a Latrobe City Council Service Centre in Moe, Morwell or Traralgon, **prior to the booking**, between the hours of 8.30 am and 5.15 pm Monday to Friday.

(Latrobe City Council offices **are not open** for collection of keys on weekends.)

- *Note: a standard hire key will not open the bike storage sheds, the office or the side gate as these are not included in a standard hire without the Traffic Educator present.*

## 2. Return of Keys

Keys must be returned to a Latrobe City Council service centre within three working days following the hire. Failure to do so will result in a delay in refund of the security bond or forfeit of the security bond.

- *Ensure you sign the key register on return of the key, as confirmation the key has been returned.*

An emergency call-out to open the traffic school facility will result in forfeit of the security bond – ensure keys are collected prior to the hire

## 3. Collection of key for a booking with the Traffic Safety Educator

It is not necessary to collect the keys; the Traffic Safety Educator will open and close the Traffic School facility.

- *Please remember to bring your own tea, coffee and milk as these are not supplied by Latrobe City Council.*

## 4. Evaluation Form

Complete the 'Evaluation' form (pages 13-14) following the hire and return together with the keys to a Latrobe City Council Service Centre.

Your comments regarding the hire and facilities are valued and when required, action is taken accordingly.

## 5. Accident Report Form

If an accident or incident occurs, please complete the accident report form on page 15 and return to Latrobe City Council.

## THINGS TO REMEMBER

Standard hire 'without the Traffic Educator' does NOT include use of Traffic School bikes or helmets

1. All signals are switched on and off from the white control box near the classroom door.
  - *Please ensure they are switched off prior to leaving the facility*
2. The BBQ has a master switch on the wall ~ just before you enter the kitchen on the wall to the left.
3. The control on the BBQ needs to be pressed in and held until the light comes on, and must be pressed every eight to ten minutes to continue operation.
4. The standard hire key opens the main gate off the car park, all toilets, the classroom and the 'Latrobe City' cubby.
5. A standard hire key (*without the Traffic Safety Educator present*), will **not** open the bike storage sheds, the side gate or the office. (*The traffic school bikes and helmets are only available when the Traffic Educator is present for educational purposes.*)
6. Operating the oven:
  1. Preheat oven at 180c for approximately 15 minutes ~ prior to placing food into the oven.
    - *The timer needs to be turned on to operate the oven*
  2. If food is frozen, thaw in microwave prior to placing into the oven
  3. Place food on oven trays first, then place trays on the oven racks
    - *do not place food on the oven floor*
  4. Refer to your food instructions to determine how long the cooking time should be e.g. party pies, sausage rolls approximately 20 minutes.
    - *Do not leave food unattended in the oven for a long period of time*
  5. Clean any spills that you make on the stove top or in the oven – do not use any harsh abrasives
7. A reverse cycle air conditioner in the conference room is provided for your comfort.
8. All items and equipment at the International Power Traffic School are provided for the convenience and use for the hirers. The facility is regularly monitored, therefore it will be recorded if any items are missing at the conclusion of a hire.
  - *Any costs to replace missing items will be deducted from the security bond.*
9. On vacating the premises, ensure all electrical appliances and lights are turned off for example: reverse cycle air conditioner; oven / hotplates; lights in building; traffic lights etc
10. Ensure building and gates are securely locked prior to leaving the facility

## RULES

Premises must be vacated at the time specified on the hire form. Half an hour is 'usually' allowed for between bookings when able to.

1. Bikes and all other wheeled vehicles only to be ridden on the roadways.
2. Helmets and appropriate footwear must be worn at all times whilst riding.
3. ALCOHOL is **not** permitted within the facility or in Latrobe City Council's car park.
4. SMOKING is **not** permitted within the facility or in Latrobe City Council's car park.
5. An adult must remain at the facility at all times whilst children are present.
6. Premises must be vacated **punctually** at the end of the booked time.
  - Setting up, packing/cleaning at conclusion of the hire is to be carried out within the time frame specified (and paid for) on the hire agreement
7. Leave the facility **clean and tidy**. Bins should be **emptied** into wheelie bins (*spare bin bags are available in bottom of each bin*), benches and stove wiped and floors swept and mopped.
  - ***This is important as there may be another group booked in immediately after you***
8. Unused foodstuffs to be removed and the fridge left clean and emptied.
9. When vacating the facility turn off all electrical appliances, lights, heater/air conditioner and traffic lights etc and lock the building and gates.

## **EMERGENCY PROCEDURES**

**If it is necessary to vacate the premises,  
please assemble on the gravel car park area**

### **Contact Numbers:**

**POLICE: 000 (112 from a mobile)**

**AMBULANCE: 000 (112 from a mobile)**

**FIRE: 000 (112 from a mobile)**

**LATROBE CITY COUNCIL business hours: 1300 367 700**

**LATROBE CITY COUNCIL after hours: 0408 512 953**

**TRAFFIC SAFETY EDUCATOR: 0427 342 761**



# Traffic School Hire Form

Please complete pages 9-12 and present to Latrobe City Council with full payment to a Latrobe City Council Service Centre in Traralgon, Morwell or Moe.

**Private Party Hire - Complete Part 1 only**

**Educational Organisations - Complete Part 2 only**

## Part 1 - Private Party Hire:

Name:							
Address:							
Phone:		BH:			AH:		
Email:					Drivers Licence No.:		
Hire Date:		Date:	Month:		Year:		
Time of Hire:		From:	To:		Total hours of hire:		
<b>HIRE CHARGES (All fees include GST excluding the security bond)</b>							
Private Hire :		\$53.00 per hour plus an additional security bond of \$70 <i>(security bond will be refunded when keys are returned and facility checked for damage etc)</i>					
Hire Charge:		No. of hours required:				<b>Plus an additional \$70 security bond</b>	Total amount payable
		<i>No. of hours x \$53 per hour for facility hire =</i>		\$	\$		
		<i>No. of hours with the Traffic Educator additional \$51 per hour</i>		\$	<i>Bond does not apply if the Educator present the entire time</i>		\$ (includes security bond)

## Part 2 - Educational Organisation Hire:

Organisation:							
Contact Name:							
Address:							
Phone:		BH:			AH:		
Email:					Drivers Licence:		
Hire Date:		Date:	Month:		Year:		
Time of Hire:		From:	To:		Total hours of hire:		
Hire of Educator Yes <input type="checkbox"/> / No <input type="checkbox"/>		From:	To:		Total hours of hire:		
Number of students:		<b>(Please note: maximum number of students per group is 35)</b>					
<b>HIRE CHARGES (All fees include GST excluding the security bond)</b>							
Facility Hire		\$34.00 per hour plus an additional security bond of \$70 <i>(security bond refunded when keys are returned and facility checked for damage etc)</i>					
Traffic Educator:		\$22 per hour – <i>(if Educator present the entire booking time – the bond does not apply)</i>					
Hire charges applicable:		Facility hire only – total hours @ \$34 per hr:					Cost: \$
		Traffic Educator – total hours: @ \$22 per hr:					Cost: \$
		Security bond <i>(does not apply if Educator hired)</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>		Cost: \$ 70
		<b>Total amount payable</b>					\$ (including bond)
Invoice for payment required: <i>(applicable to educational groups only)</i>						Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>OFFICE USE ONLY</b>							
Hire fee paid:\$		CL.R4692.2461		Receipt No.		Date:	
Bond paid:\$		GL.99907182		CIO's Name:			
<b>All completed forms to be forwarded to the Information Management Team</b>							

## TERMS AND CONDITIONS

**Please read, sign and return the 'Terms and Conditions' as set out below to Latrobe City Council at time of booking**

***A breach of these conditions will result in the security bond being forfeited***

# Terms and Conditions

**I/We** ... .....agree as an authorised representative of the hirer:  
(individual/organisation)

1. To indemnify and keep indemnified and to hold harmless the Latrobe City Council, its servants and agents and each of them from and against all actions, costs, claims, expenses and damages whatsoever which may be brought, made or claimed against them or any of them arising out of, or in relation to, my use and/or the organisation I represent, using the said International Power Traffic School, hereafter referred to as 'the facility'.
2. To ensure the facility is left free of rubbish and all waste is placed in receptacles provided. All unused foodstuffs must be removed. Failure to adhere to this may result in forfeiture of the security bond.
3. Promptly give notice in writing to Latrobe City Council of any damage to, or defect in, the facility.
  - Any damage or loss of property i.e. equipment, kitchen items, will result in loss of the security bond.
4. To ensure the facility, including equipment, is maintained in the same condition as immediately prior to hiring the facility, save and except normal 'wear and tear'.
5. That it is my responsibility to ensure all the equipment brought onto the facility by my guests or myself is in a safe condition and used in the proper manner.
6. That it is my responsibility as hirer of the facility to ensure that all patrons wear an Australian approved helmet when in control of bicycles, scooters, skateboards, roller blades or tricycles.
7. That it is my responsibility to ensure that the NO SMOKING and NO ALCOHOL rules of the facility are observed at all times.
8. A call-out to open up the Traffic School will result in forfeiture of the security bond.
9. Failure to vacate the premises punctually at the end of the booked time will result in forfeiture of the security bond.
10. Latrobe City Council must be notified within five working days - prior to the intended hire - if a booking is to be cancelled, failure to do so will result in a penalty being charged according to the current fees and charges.

*I acknowledge and accept that if the hirer fails to abide by these conditions, Latrobe City Council will serve a notice requiring the hirer to make good any damage to the facility or equipment or, failing this, the hirer agrees to meet all reasonable costs incurred by Latrobe City Council, to repair and/or make good any damage to the facility or equipment that occurred during the hiring of the facility by the organisation I act on behalf of. Further, I/we have read a copy of the Conditions of Hire (as above) and the Information Booklet.*

<b>Name:</b>	<b>Signed:</b>	<b>Dated:</b>

# EFT Payment Form

INTERNATIONAL POWER TRAFFIC SCHOOL  
SECURITY BOND REFUND

Please complete the following form and return to:

Carol Bolding  
Latrobe City Council  
PO Box 264, Morwell Vic 3840  
or Fax: (03) 5128 5672  
or Email: carolbo@latrobe.vic.gov.au

### Office Use Only

Supplier Number:	New <input type="checkbox"/>	Modify <input type="checkbox"/>
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Organisation name <i>(if applicable)</i>			
Contact Person			
Address			
Telephone	Home:	Mobile:	
	Email:	Fax:	
Bank Name			
Bank account details	BSB:	Account Number:	
Account Name			

### **Confidentiality**

We will keep all information, pertaining to you & your nominated account at the Financial Institution, private and confidential

We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you, do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you:

- To the extent specifically permitted by the law; or
- For the purpose of this agreement (including disclosing information in connection with any query, dispute of claim); or
- To verify details with your Financial Institution if required (e.g. BSB and bank account number)

## EVALUATION FORM

Please complete this form and return to Latrobe City Council when returning hire key or post to:  
PO Box 264 Morwell Vic 3840.

***Please Note: If you wish to remain anonymous, you are not required to include your name or contact details.***

Organisation:	
Contact Name:	
Address:	
Phone:	
Email:	
Date of Hire:	
Time of Hire:	

**Purpose of Hire:** Educational  Birthday Party  Other:

**Number of participating:** Children:                      Adults:                      **Total:**

**What was the age range of the children?** 0-5  5-9  10-13  14+

**Have you hired this facility before?** YES  NO

**Where did you hear about the facility?**

School  Playgroup  Friends  Sign  Advertising leaflet  Other: ...

**Would you use this facility again?** YES  NO

**How would you rate the condition of the grounds?**

Poor                                       Good                                       Excellent

Comments:

**How would you rate the condition of the buildings?**

Poor                                       Good                                       Excellent

Comments:

**How would you rate the condition of the equipment?**

Poor

Good

Excellent

Comments:


**How would you rate the service provided by the Traffic Safety Educator?**

(if applicable)

Poor

Good

Excellent

Comments:


**Do you have any suggestions on how the Traffic School can better serve your needs?**

Comments:


**All Evaluation Forms will be presented to the International Power Traffic School Committee who welcome your feedback.**

**Would you like a reply to your comments? YES  NO**

