

Training Centre Information

Version 1.0

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Receptions

The reception is an unmanned area (self-service reception). All visitors are required to sign in and out of the visitor register and display their badge at all times.

The reception phone is to be used to contact the person you are meeting to gain entry into the training room if required. A list of building personnel along with their contact numbers is listed beside the phone. Please be mindful that the buildings have an open plan office and it would be appreciated if noise could be kept to a minimum.

Office Hours

The training building offices are manned from 7.30am – 4.30pm. If access outside of these hours is required, please call a technical training representative to make alternate arrangements.

Refreshments

Tea and Coffee

Participants and trainers are welcome to help themselves to the tea and coffee facilities in the lunchroom at any time during their training sessions.

Morning Tea / Lunch

There is limited space in our fridges if you choose to bring your own morning tea or lunch. A microwave and sandwich toaster is available for use. There are several local takeaway shops within driving distance. Pie and coffee vans may visit the building, for times or if you require assistance or directions please ask your trainer.

Snacks and Soft Drinks

Vending machines which contain chocolate, chips and soft drinks are located in the kitchen area.

Evacuation Procedures

Current building evacuation plans will be on display in your training area location. Familiarise yourself with these above procedures and your closest fire exist in the event of an emergency. All facilitators will cover off on the below information in the building induction and housekeeping rules upon commencement of your training.

Stage 1 – Removal of people from the immediate danger area

Employees and members of the public in the immediate danger area are to be evacuated to a place of safety. When the area has been evacuated doors should be closed to localise the fire.

Stage 2 – Complete evacuation of the building

Should the emergency necessitate evacuation of the building, all staff will assemble at the defined assembly point and remain there until otherwise directed.

Stage 3 – Assembly Area

Your warden will direct you to the primary assembly area.

Stage 4 – Staff Check

Your training facilitator will collect the latest attendance list and the visitor register and conduct a roll call when at the assembly point to confirm with the fire warden that all persons in that session are accounted for. Any missing persons are to be reported to the attending fire wardens.

Safety Requirements

The minimum footwear requirement is that covered shoes must be worn. Some courses may require Industrial Work Wear or Personal Protection Equipment (PPE) to be worn. You will be advised via your confirmation advice if this is the case, prior to commencement of your training session. PPE includes safety boots, long sleeve shirts and trousers, safety glasses and helmet. Practical training in the outside training area requires full PPE to be worn.

Large vehicle traffic and fork lift activity is in constant use throughout the depot and requires your consideration at all times. Please stick to the designated pathways and obey the speed limit at all times whilst at your training location.

General Information

Air Conditioning

All training rooms are air conditioned. To achieve optimum benefit, please ensure doors to the training rooms are kept closed at all times. Some buildings have a five star green rating and it is necessary to reactivate the air conditioner every two hours by pressing the switch located near the doors in the training room.

Network

Our sites have wireless network through the building as well as quiet rooms with phone and network connections for visitor use.

Smoking

Smoking is prohibited on Energy Queensland property except in the signed designated smoking area which your trainer will advise. Please ensure all rubbish and butts are placed in the bins provided.

Taxis

It is advised to book a taxi for your departure as delays due to high volume usage are possible.

Rest Rooms

Ladies and Men's toilet facilities are available at each training location.

Housekeeping

Whilst using the training rooms, please return all mugs, glasses and plates to the kitchen and place in dishwasher. Ensure the rooms are left the way you found them and return all desks to the original design. Remove any unused training material and equipment so rooms will be left in a neat and tidy manner for the next class.

Whilst using the kitchen and lunch rooms, please ensure you place all used cutlery and crockery in the dishwasher. Wipe down your food preparation area and place all rubbish and recycling in the designated bins.

Training Locations

Cairns

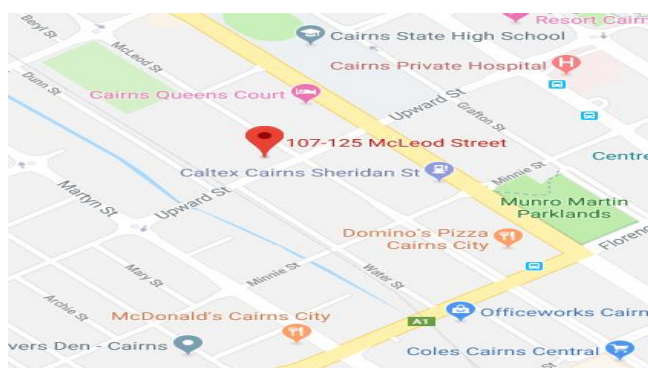
Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
107-125 McLeod Street Cairns	1	12	Optional	12	White Board / Data Pro		Stevie-Lee Dodds	40804487
	3	6	Optional	0	White Board / Data Pro			
	4	12	Optional	0	White Board / Data Pro			
	5	12	Optional	0	White Board / Data Pro			
	Training Yard	NA	NA	NA	NA	NA		

Parking

Private vehicle access and parking within the depot yard is prohibited. There is off street parking along the perimeter of the depot.

Lighting

Lights in the toilets and rooms 4 and 5 are automatic. Please ensure you do not switch them off when leaving the room.



Townsville

Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
4-28 Hartley Street Garbutt	1	12	Optional	12	White Board / TV		Juanita Jeans	47275773
	2	8	Optional	0	White Board / TV			
	3	8	Optional	0	White Board / TV			
	4	16	Optional	0	White Board / Data Pro			
	5	12	Optional	0	White Board / TV			
	7	12	Optional	0	White Board / Data Pro		Linda Muscovich	47895061
	8	12	Optional	0	White Board / Data Pro			
	Work Shop	12	Optional	0	White Board / TV			
	Switching Yard	NA	NA	NA	NA			
	Training Yard	NA	NA	NA	NA			

Parking

Please do not park in areas marked 'Staff' there is additional parking available outside the training centre and parking is at an angle.



Mackay

Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
23 Cemetery Road Mackay	Hayman	21	Optional	13	Smart Board	White Boards available	Tracey Thompson	49571315
	Daydream	12	Optional	1	Smart Board			
	Hamilton	12	Optional	1	Smart Board			
	Training Yard	NA	NA	NA	NA	NA		

Parking

Parking is available at the front of the building. There are designated small vehicle spaces (marked with an S) and motorcycle parking. There are also parks that are of a standard size for larger vehicles. Please ensure you park within the lines to ensure the car park can cater for the maximum number of vehicles. Fleet parking is also marked and these are for internal fleet vehicles only.

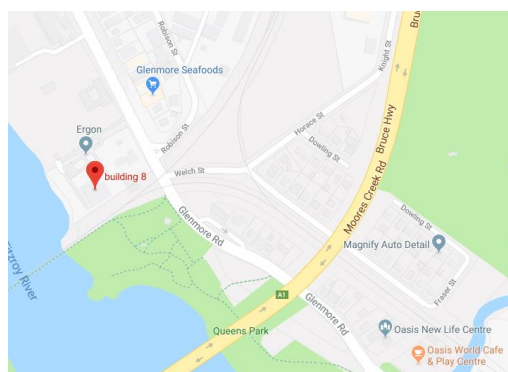


Rockhampton

Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
Building 8 63 Glenmore Road North Rockhampton	Devil's Elbow	24	Optional	1	Smart Board	White Boards available	Steffani Hamilton	49204133
	Balaclava	16	Can be joined to seat 50+	1	Smart Board			
	Rundle	16		1	Smart Board			
	Narrows	16	Optional	12	Smart Board			
	Thompson	16	Optional	12	Smart Board		Paula Jahnke	49312480
	Workshop	16	Optional	0	White Board / Projector			
	Training Yard	NA	NA	NA	NA			
	Live Line Yard - Pandoin	NA	NA	NA	White Board / Projector			

Parking

Parking is available at the front of the building. There are designated small vehicle spaces (marked with an S) and motorcycle parking. There are also parks that are of a standard size for larger vehicles. Please ensure you park within the lines to ensure the car park can cater for the maximum number of vehicles. Fleet parking is also marked and these are for internal fleet vehicles only.



Maryborough

Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
56 Searle Street Maryborough	1	13	Optional	10	White Board / TV		Ken Simpson	41902831
	2	13	Optional	0	White Board / TV			
	Computer	12	NA	12	White Board / Projector			
	Training Yard	NA	NA	NA	NA			
	Conference	100	NA	0	White Board / Flip Chart	WiFi & teleconference phone	Nicole Roberts	41902709

Parking

Parking is available outside the training centre or on the road side at the front of the depot. Please do not park your vehicle in the complex, authorised vehicles only at all times.



Toowoomba

Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
477 South Street Toowoomba	Meringandan Creek	20	Optional	12 Laptops	VC / White Board	Rooms can be joined for larger group classes	Margie McLean	46162946
	Grape Tree Creek	12	Optional	0	Webex Board / White Board			
	Geham Creek	12	Optional	0	VC / White Board		Donna Wieck	46870479
	Training Yard	NA	NA	NA	NA			

Parking

Participant parking is available in car park at the front of the building or on the street.



Rocklea

Address	Room	Seating Capacity	Seating Options	Computers	Resources	Comments	On Site Contact	Phone Number
103 Marshall Road Rocklea	4.1	14	Optional	NA	White Board & Projector		Jeanine Mitchell	36649408
	5.1	20	Optional	NA	White Board & Projector			
	6.1	8	Optional	NA	White Board & Projector			
	6.2	14	Optional	NA	White Board & Projector			
	7.1	8	Optional	NA	White Board & Projector			
	9.1	8	Optional	8	Electronic White Board	Rooms can be connected for larger groups		
	9.2	8	Optional	8	Electronic White Board			
	9.3	8	Optional	8	Electronic White Board	Rooms can be connected for larger groups		
	9.4	8	Optional	NA	Electronic White Board			
	9.5	8	Optional	NA	Electronic White Board	Rooms can be connected for larger groups		
	9.6	8	Optional	NA	Electronic White Board			

	9.7	8	Optional	NA	Electronic White Board	Rooms can be connected for larger groups		
	9.8	8	Optional	NA	Electronic White Board			
	8.1	12	Optional	10	Projector / White Board	Rooms can be connected for larger groups	Leanne Doyle	36649401
	8.2	12	Optional	10	Projector / White Board			
	Live Line Yard	NA	NA	NA	NA	NA	Russell McNalty	36649409
	Training Yard	NA	NA	NA	NA	NA		

Parking

Parking is available in the student car park as you first enter the site.

