

The Learning Bank

124 Victoria Street, Richmond 3121

Venue Induction (External)

Managed by

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1. Introduction

Welcome to the City of Yarra Learning Bank Induction. **This induction guide is designed for external Hirers of the building.**

2. Purpose

- The purpose of this induction is to provide Hirers and patrons with venue specific work, health and safety information. It is an important component of City of Yarra health and safety policies.
- The Hirer is required to read this document and relay this information to all attendees of the event.
- The Hirer must acknowledge they have read and understood the induction document and address any queries prior to the event.

3. Definitions

- **Person in Charge:** This can be the Hirer that signed conditions of hire agreement or a nominated person/s over 18 years of age that will be at venue for the duration of the booking.
- **Hirer:** The person that signs the City of Yarra Application Form and/or person in charge for duration of event.

4. Hire Spaces

4.1 Training Area



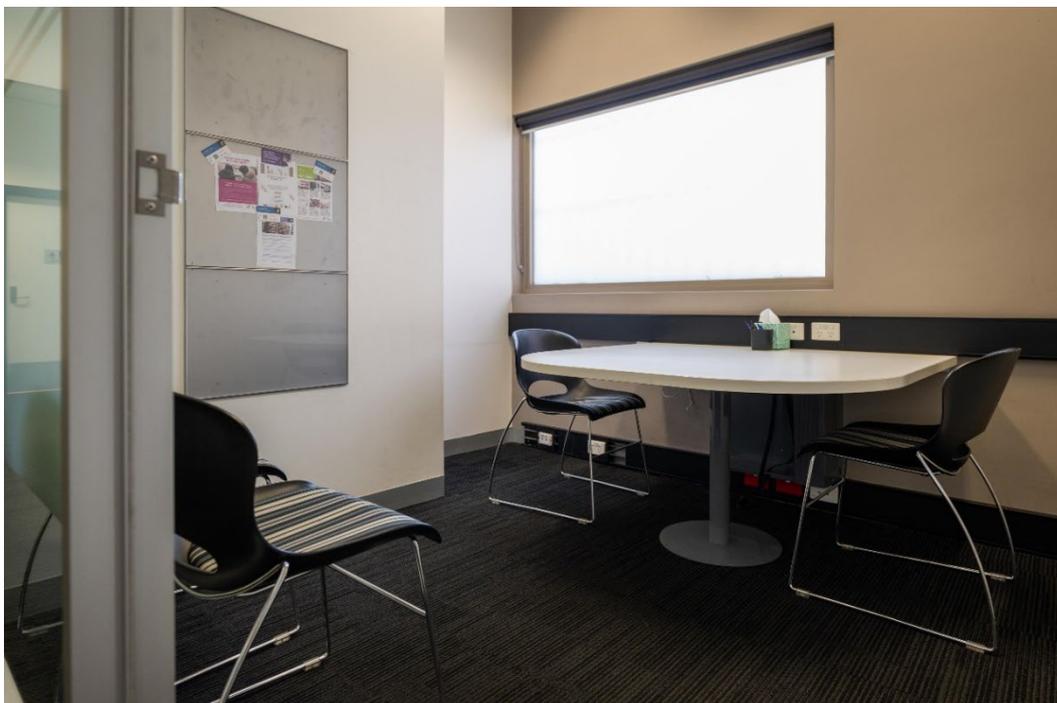
Medium sized meeting room suitable for general meetings, presentations and small events. The room includes a small kitchenette, whiteboard and TV.

4.2 Lotus Room



Small sized meeting room suitable for small meetings, interviews, and study.

4.3 Wattle Room



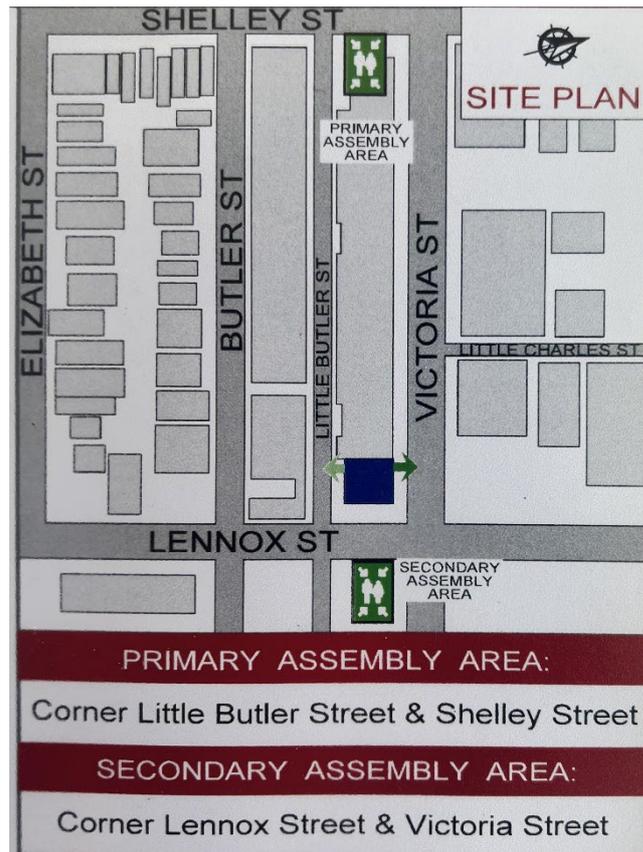
Small sized meeting room suitable for small meetings, interviews, and study.

5. Emergency Evacuation Procedures

- Emergencies can happen anytime which may threaten people, property and/or environment.
- In the event of emergency evacuation of the venue where Learning Bank Staff are not present, the Hirer will be responsible for coordinating the emergency evacuation of the venue and all patrons.
- The Hirer must make themselves familiar with the evacuation diagram, location of fire extinguishers and exits. Evacuation plans are located within the building and section 19 of this induction guide.
- To report a **major** emergency such as fire, medical emergency, gas leak etc. call 000 and ask for Fire, Police or Ambulance.
- The Hirer must contact council's out of hours emergency contact number 9205 5555 when an emergency evacuation has been conducted of the venue.

5.1 Evacuation Assembly Points

- In the event of an emergency evacuation, all attendees must evacuate to the evacuation assembly point.
- The primary evacuation point is located on the **corner of Little Butler and Shelley Streets**. The secondary evacuation point is located on the **corner of Lennox and Victoria Streets**.
- The Hirer must familiarise themselves with the evacuation diagram and evacuation assembly points before the event commences.
- Evacuation plans have been installed throughout the building in accordance with the building permit.



5.2 Emergency Equipment Usage

The Hirer must:

- Call the Fire Brigade (by dialling 000) for advice before attempting to fight any fire.
- Only attempt to fight a fire with the equipment provided and if it is safe to do.

5.3 Emergency Evacuation

If there is an emergency, the Hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- Remain calm and direct any attendees to leave in an orderly manner and make their way to evacuation assembly point.
- If safe to do so, search all areas of the Learning Bank.
- Meet and report to emergency services on arrival.
- Only re-enter the Learning Bank when authorised to do so by the emergency authority.

5.4 First Aid

- There is a first aid box located within the kitchenette on ground floor.
- It is the Hirer's responsibility to administer first aid and/or contact emergency services if the need arises.
- All incidents, accidents and near misses must be recorded by completing an incident form.
- All incidents both major and minor are reported and investigated in the interest of improving safety.

5.5 Use of Building

The Hirer must:

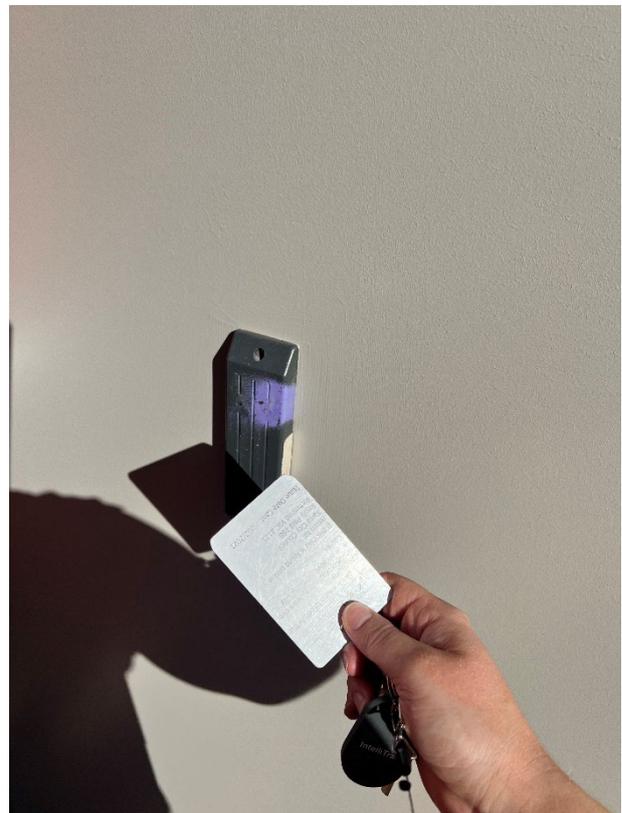
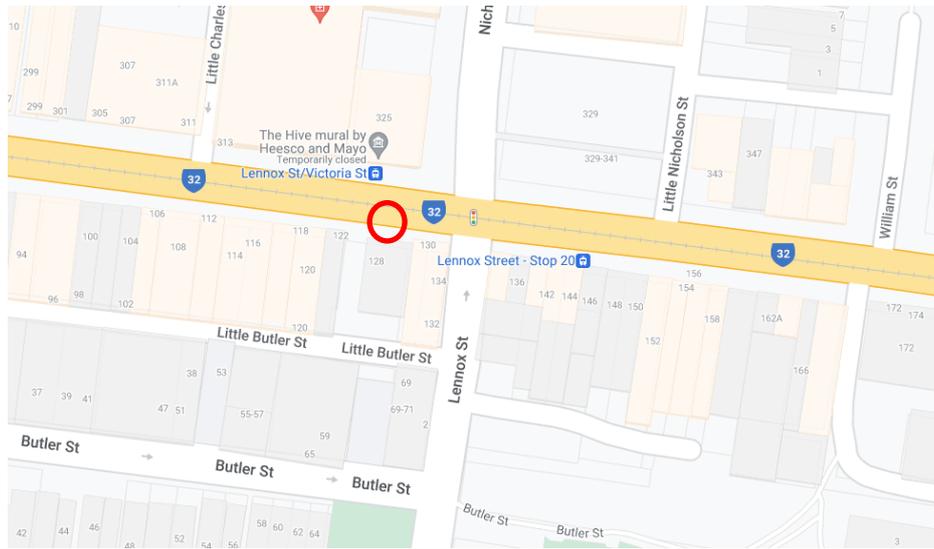
- Know where all safe exits and exit paths and assembly points are.
- Keep all exits and paths clear during use of the venue.
- Know where emergency equipment, such as fire extinguishers, is located (see section 17 for detailed floor plans).
- **NOT** access the Thread Together or ATM Café rooms
- **NOT** access concierge desk except for when greeting guests
- Return furniture to its default setting (tables stored in nook at entrance of toilets, chairs stacked in storage nook between kitchenette and Training Area)

The Learning Bank is a multi-purpose community hub, which may be used by a range of groups at any given time. At all times, the Hirer and their guests should be respectful of other users of the space, keep noise to a reasonable level and not impede access to communal areas.

5.6 Access to the building

- 1 x Swipe card will be issued to each Hirer – to be collected by the Hirer from the Learning Bank concierge desk between 9.00am & 5:00pm Monday to Friday no more than 2 days prior to booking.
- The Hirer may enter via the Victoria Street entrance using the swipe card reader (see image below ).
- If event starts outside Learning Bank opening hours, swiping card will dis-arm building upon entry. **Hirer must swipe card 3x times upon exit to arm.** Push door firmly closed whilst simultaneously tapping swipe 3 turns until light turns red. If swipe reader lights are red building is armed. If wipe reader lights are blue, building is dis-armed.

- The default setting of the auto-door on Victoria Street entrance is CLOSED. We recommend assigning someone to front of house duties as Hirers must press green button to open door. We recommend Hirers have a check-in procedure for attendees.
- Swipe cards must be returned by the Hirer to the Learning Bank concierge desk between 10.00am & 5:00pm Monday to Friday the next business day.



Victoria Street Entrance

5.7 Urgent Maintenance Issues

- For all urgent maintenance issues relating to the venue for the booked period, including utilities not working, contact Access Yarra after hours on 9205 5555.

For non-urgent maintenance issues, please advise the Learning Bank Team during business hours via concierge desk or by calling 0488 940 971.

6. Equipment

- Hirer's own or externally hired equipment must comply with relevant OH&S and any other relevant legislation.
- Hirers are responsible for the equipment they bring into venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- Tables, chairs, AV and kitchen equipment must remain within the rooms for which they are provided.
- Free Wi-Fi access is available on a time schedule from 8am until 11pm. If accessing the space outside of these hours, you would need to bring a dongle or tether your phone.

6.1 Tables and Chairs

- Office Rooms include 1 table and 4 chairs.
- 5 Tables and 50 chairs are available for use in the Training Space. Tables and chairs may be altered to accommodate different configurations, provided this is done by the Hirer, within their booked time.
- The Learning Bank has allocated storage space for Training Space furniture and all furniture must be returned to the storage space at the conclusion of your event
- All rooms must be returned to standard configuration at the conclusion of your event.

6.2 Audio Visual Systems

Training Area

- Ceiling-mounted TV for audio visual purposes.
- Laptop can be connected to the TV via HDMI wall input.
(Hirer responsible for providing own laptop & HDMI cable/ adaptor).



7. Code of Conduct

- We expect all venue users to co-operate and interact in a friendly, polite and well-spoken manner to all staff. Discrimination on grounds of age, sex, racial, disability and any other forms of discrimination will not be tolerated.

8. Local Laws and Venue Specific Policies

8.1 Smoking

- Smoking and vaping is prohibited in all internal areas of the venue and is only permitted outside on Victoria Street or Little Butler Street, away from doors and openings to the building.

8.2 Alcohol

- A liquor license and servers with current Responsible Service of Alcohol certificates are required when alcohol is sold or included with ticket/entry charge.
- We encourage other events where alcohol is consumed to complete a Party Safe registration with Victoria Police and provide council with the registration number.

- At council’s discretion, the hirer may be directed to complete a mandatory Party Safe registration.
- The council reserves the right to prohibit the introduction of liquor into the Learning Bank at any time. The hirer must comply with the prohibition.

8.3 Insurance

- All Hirers are required to have public liability insurance for any one-off event for a minimum sum of 10 million Australian dollars.
- If you do not have this insurance you may be eligible to use Council’s policy for a fee. We do not cover sporting activities, high-risk events or commercial organisations.

8.4 Noise

- The Hirer shall not permit the level of noise to be a detriment to others.
- The Hirer must meet the Environment Protection Act guidelines.
- As the venue is a multipurpose venue near a residential area we will not accept bookings that are disruptive to others. Complaints may result in bond deductions and refusal of future bookings by the Hirer.

9. Capacities

Room	Capacity
Training Area	30 theatre style 14 boardroom style 5 rectangular tables 50 chairs
Office Spaces 1 & 2	1 circular table 4 chairs

The Hirer must not permit the number of people attending the function to exceed the maximum occupancy number of the hired room.

10. Schedule of Hire

- The Hire times include any set up and pack up time.
- Use of venue outside the booking times may affect your insurance and result in additional facility hire charges or loss of bond.

10.1 Security Personnel

- The Learning Bank recommend you assess the risk of your event and consider engaging a security company for your function.
- If deemed necessary, council can direct hirer to engage security staff and implement security procedures at Hirers expense.

11. Air Conditioning and Heating

- The building has an air conditioning unit automatically programmed to operate during Learning Bank opening hours. Outside opening hours, to engage heating/cooling, click the button on the wall located between the café and the storage room. Room temperatures are set remotely at 21 degrees.

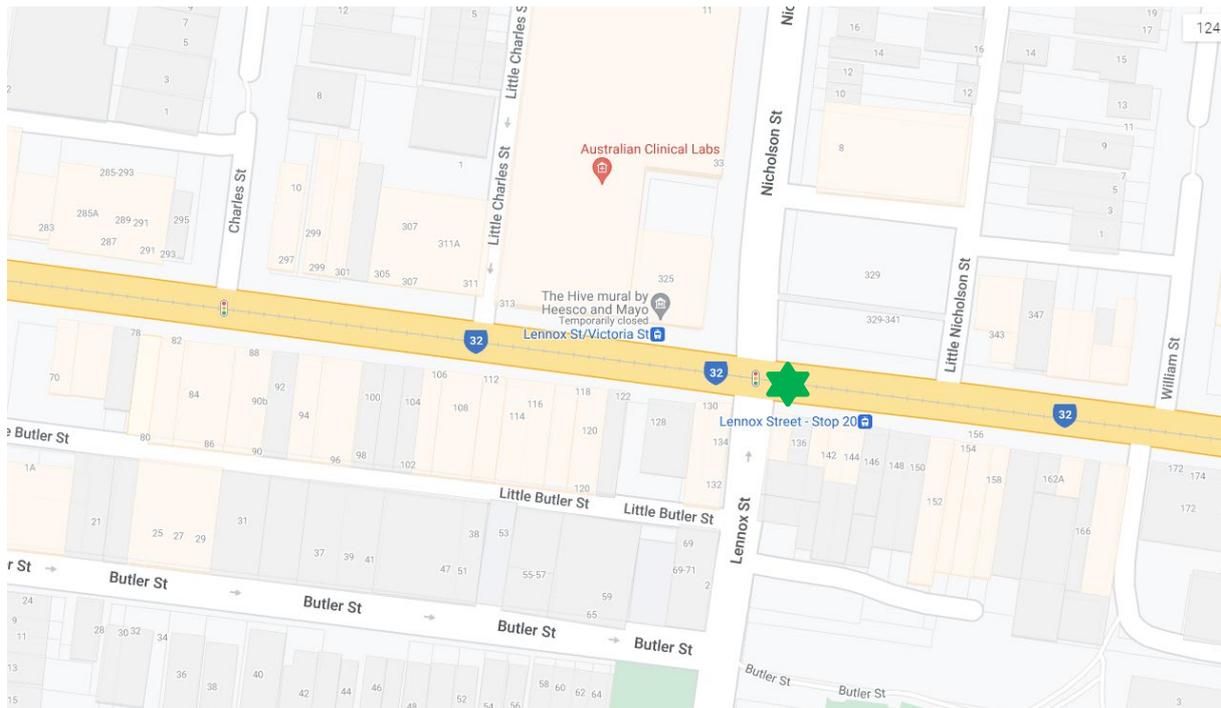


12. Kitchen

- Hirer is responsible for leaving the equipment clean when vacating venue. Charges may apply if equipment is left unclean or damaged.
- It is the responsibility of all those using the building and kitchens to ensure waste is separated into the following waste streams: recycling (including paper), general waste, and glass.

13. Disability Access

- The Learning Bank is fully accessible for mobility impaired and wheelchair patrons. Entry is available through the main entrance (Victoria Street)
- Disabled toilets are available.
- **Disabled parking bays are available on Nicholson Street** ★



14. Amenities

Toilets, including an accessible toilet with a baby change table, are located in the south east corner of building.

15. General Housekeeping

- All rooms, corridors, and equipment are to be kept clean and tidy.
- The hirer must pack up their belongings and take down any signs, decorations or banners and not leave items behind.
- Hand-held vacuum in kitchenette may be accessed to clean area.
- At completion of the hire, the venue must be returned to the standard state.

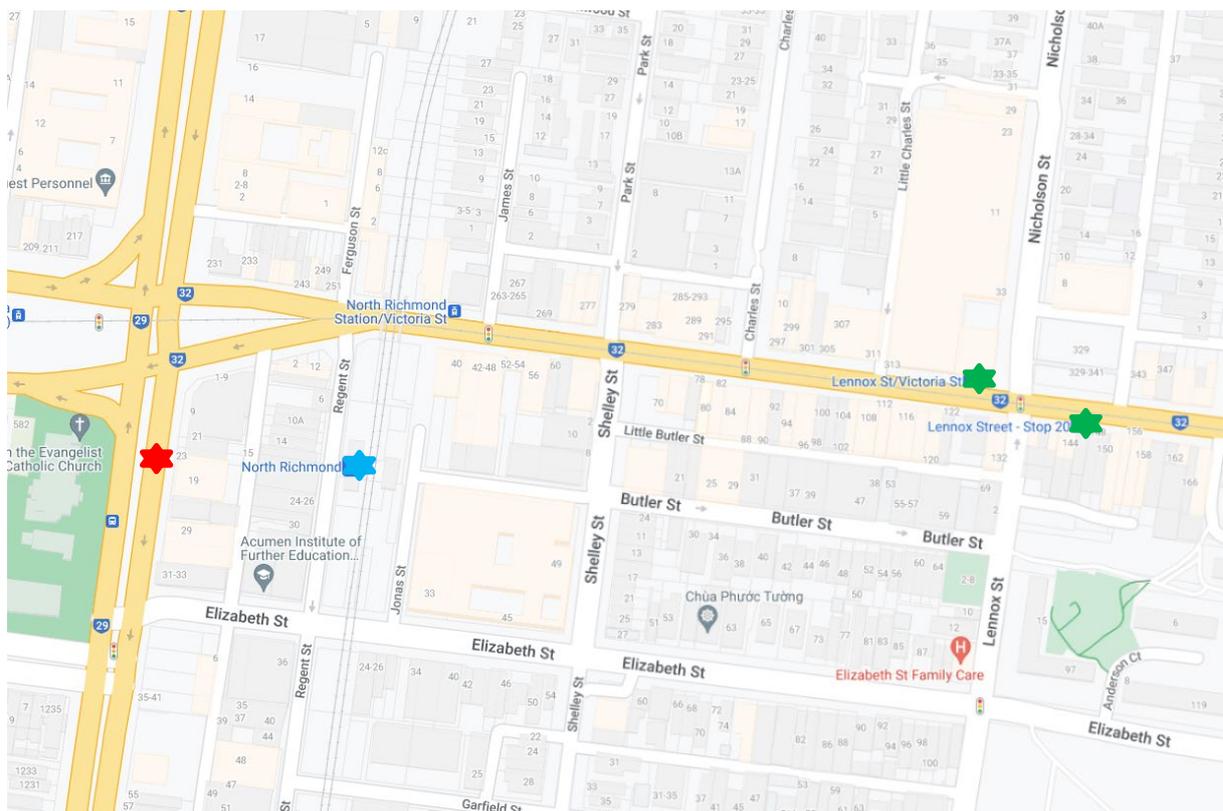
16. Property Damage

- The floors, walls, curtains, fittings, furniture or any part of the venue shall not be broken or damaged in anyway.
- Signs may be affixed to glass with blue tack or sticky tape but must not be attached to painted surfaces. These signs must be removed at the conclusion of your booking.
- Glitter and confetti inside or outside the facility is not permitted.
- Gas bottles and any inflammable items are not permitted.

- Council will carry out all repairs from any damage at the full expense of the hirer. This includes external and environmental damage.

17. Parking and Public Transport

- Parking is limited within this area and parking restrictions apply.
- It is recommended you encourage your attendees to use public transport options
- North Richmond Station on the Hurstbridge and Mernda railway line is only 5 minutes away 🌟
- The Route 12 Tram from Victoria Gardens to St Kilda runs along Victoria Street; Stop Lennox St/Victoria St #20 is located near the eastern corner of the building. 🌟
- The Route 109 Tram from Box Hill to Port Melbourne runs along Victoria Street and Lennox St/Victoria St #20 is located across the road from the main entrance. 🌟
- Just west of the Learning Bank there's also the 246 Bus (Elsternwick - Clifton Hill via St Kilda) running along Victoria Parade/Hoddle Street with two stops along Hoddle Street. 🌟



18. Conclusion

Thank you for taking the time to read through this induction.

This document is not exhaustive and there are many supportive systems, policies and procedures to make up a safe and successful event.

We wish you all the best for your event!