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# Welcome to CTC Training Rooms



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# Critical Information

## Hours of Operation

CTC's office hours are 7 am to 5:00 pm Monday to Friday, every business day of the year,

Trainers & Facilitators must sign in at the Precinct Management office located in the Ian Barclay Building (next to the Café) to obtain keys to access the hired room.

On completion of your booking, please return to the Precinct Management office to return your room key and sign out.

The precinct is accessible during CTC office hours only. Should you require access later than 5 pm, or weekends, please discuss your needs at time of booking to ensure access can be arranged (*additional fees and charges may apply*).

## Room inclusions

- Overhead Projector & Screen or wall mounted tv
- Whiteboard & whiteboard markers
- Wi-Fi included in Hot Leasing classrooms & Hugh Hamilton Conference Room
- Access to a kitchenette area with Microwave, Fridge and self-serve tea and coffee making facility available all day for your convenience.

**Note that any damage must be reported to CTC management within 30 minutes of signing in at CTC Precinct Office or be liable for damages to be invoiced to them.**

## Available Amenities

- On site Café
  - Catering in our Training Rooms is only permitted through our onsite café
  - Catering options can be discussed with the Café directly
  - Catering outside of Café operating hours is possible by arrangement
  - Pre-book your orders to have these delivered to your room on request
- Toilet and Shower facilities
- First Aid Room located in Building 1 (Breastfeeding Friendly Room is available here)
- Designated outdoor smoking areas (located by Building 1 entry 3 and Building 4 by entry 6)
- Ample FREE parking (note that reserved car spaces are tow away zones – please refrain from parking in these areas)
- Storage Lockers are available for repeat Hot Leasing customers and are located in Building 4 (*additional fees and charges may apply*)
- Print copy services available at a nominal fee from the Precinct Management Office located next door to the Café

In addition, the precinct has three defibrillators in the event of a cardiac arrest and medical air – these are located in the CTC Precinct Office, Build Fitness Gym (IBB) & Building 12 Toilet Block. All CTC staff are familiar with its operation and all CTC staff are holders of current CPR and First Aid Certificates and trained in Threat Response.

## Parking

There is ample free car parking available on the precinct. The most car spaces are available at the main car park accessed from Gate I.

Please refrain from parking in reserved or allocated spaces.

## Safety Information

### Emergency Evacuation and Fire

Emergency Evacuation Diagrams are displayed at entrances to all rooms.

Clients & Visitors must follow the direction of Fire Wardens (including Floor and Area Wardens) and go to the nearest assembly point when a Fire Alarm is heard.

The Facilitator / Trainer must complete their own roll call to ensure their students / visitors are accounted for. Do not leave the CTC precinct unless directed to do so by Emergency Personnel or CTC fire wardens.

Clients should be aware that areas may be isolated from the Precinct Fire Prevention Systems for services to be completed. Should any smoke, flame or other risk be noticed, a manual alarm should be raised immediately.

### Assembly Areas

Clients and their visitors/students must heed evacuation sirens and directions of the CTC Head Fire Warden.

CTC has 5 assembly areas across the precinct:

- Main precinct - Assembly A, Assembly B, Assembly C
- South Precinct – Assembly D & Assembly E

Refer to [Assembly Points](#) for locations.

### Accidents & Incidents

We do our best at CTC to avoid accidents and untoward incidents but when they do occur, they must be reported to CTC. Where an injury has occurred, there are statutory reporting responsibilities and staff are to complete an Incident Report each time an accident or near miss occurs. This is CTC's responsibility to CTC staff.

CTC's policy does not override yours but if there is an accident on our precinct involving you or your attendees, we need to be informed in order to determine whether it was preventable and what lessons can be learned for the future. All incidents must be reported to CTC as soon as practical but does not supersede any statutory reporting requirements.

## First Aid and CPR

CTC has its own First Aid room located immediately across from our office in Building 1. CTC has qualified occupational first aiders and contact details can be found on the outside of the room.

## Principal Contractor

In each and every instance, the Client is fulfilling the role of Principal Contractor (PCBU) for the purposes of the Workplace Health and Safety law operating at the time. It is important for trainers / facilitators to be aware of this and to supervise their visitors and trainees to the proper degree.

## Pedestrian Crossings

CTC has 2 marked pedestrian crossings in Peter Lyons Drive, where normal road rules apply (i.e. pedestrians have right of way) which must be complied with.

Please be aware that there are numerous pedestrians onsite and follow the 20 km speed limit onsite.

## CCTV

All Clients & Visitors should be aware that there are several CCTV systems located on the site (for security purposes only), and that they are liable to be filmed as a result.

## Train

Clients should be aware that there is an operational railway line that runs through the precinct. Care needs to be taken when crossing this line. Additional care should be taken when the locomotive is on the line.

## Other Information

### ‘Quiet Enjoyment’

Clients have the right to ‘quiet enjoyment’ and to be able to go about their business without hindrance or interference.

While at times it may be tempting to take a shortcut through a Tenant’s premises this is prohibited as many tenants operate potentially dangerous training and if they are not aware of whom might wander through their premises, they cannot take this into account.

### Hot Leasing High Risk Training

CTC has established a state-of-the-art High Risk Licence training area at the eastern end of Building 3 & 4 where high-risk devices are in operation to simulate on-the-job experience for trainees.

Access to this area is restricted to those registered, inducted and booked users wearing appropriate PPE at all times. No entry is permitted without CTC prior approval.

### Drugs and Alcohol

CTC is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol misuse. Facilitators and students should not enter the precinct if they suspect they are under the influence of alcohol or drugs.

### Don’t Walk By

This is particularly important as part of our commitment to ensuring a safe work site that has minimal impact on the environment. Where Clients & Visitors see an event or situation where they feel safety could be compromised, they should report the incident to the CTC precinct management office.

### Unacceptable Behaviour

CTC does not tolerate unacceptable behaviour on the precinct. This includes littering, swearing, inappropriate use of a vehicle, dangerous behaviour, offensive behaviour to any CTC Clients, tenants or visitors, sexual harassment, bullying or fighting. If a Visitor is deemed to be behaving inappropriately, they may be asked to leave the site. This is detailed further in the Precinct Code of Conduct.

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# Terms & Conditions

1. Fees apply for the use of the rooms with rates subject to confirmation at the time of the booking. The minimum charge for room bookings is for a full day. Booking requests can be made by phone, email or in person. Bookings will be confirmed by email to the address supplied and will be assumed accepted if not refuted within 24 hours of dispatch. Should the Client have a credit account with CTC, payment will be required within 14 days of the invoice date. Invoices can be paid by EFT or Credit Card.
2. **Clients must inform CTC (within 30 minutes of signing in at CTC reception) of any equipment not operating correctly in order to avoid liability for damaged equipment. Clients will be charged for all damages should this not be adhered to.**
3. CTC reserves the right to reallocate rooms if required.
4. Rooms are hired for training purposes only and any activity conducted outside of the training/conference room allocated is strictly prohibited without CTC's prior approval.
5. Clients must comply with CTC security requirements. A security fee applies where access or departure extends beyond normal weekday business hours (Monday to Friday 7 am to 5 pm).
6. Clients and their attendees must not enter other premises of CTC unless they are accompanied by a CTC staff member, or it has been specifically agreed prior to booking.
7. Clients must ensure that all members of their group are aware of and comply with relevant CTC policies and requirements including emergency evacuation procedures. (Refer to the Emergency Evacuation Diagram affixed to the wall of the hired training room).
8. Should any other CTC equipment be required, these must be requested at the time of booking.
9. Clients must inform CTC where any equipment fault has occurred during use. Clients will be charged for damages if CTC is not notified prior to close of business the day the equipment was hired.
10. Specifications of preferred room layout must be provided at time of booking (other than classroom style which is the default layout).
11. It is the responsibility of the Client to leave the training/conference rooms clean and tidy after each refreshment break by placing food scraps and rubbish in the bins provided.
12. All electrical equipment brought onto CTC must comply with the current Workplace Health and Safety Act and Electrical Safety Act & Regulations. For safety and security reasons any equipment that has not been checked and tagged, which does not bear a current and valid safety tag, is not to be brought onto CTC without prior approval. All equipment brought in is done so at the risk of the Client.
13. Equipment, materials, and substances that may adversely affect the health and safety of Attendees or other persons within CTC, must not be brought to or used within the Training Room without CTC's prior written approval.
14. Actions of the Client and their attendees must not unduly inconvenience other users or cause damage to CTC, its equipment, walls or fittings. Clients and their attendees not complying with this condition will be requested to vacate CTC by Security. Damage/replacement costs will be charged to and be payable by the Applicant.
15. The hire of training rooms and other facilities is conditional upon all booking policy requirements

being met. Failure of a Client to meet any of these requirements could result in permission to use the facilities being withdrawn.

16. The premises are to be used only for the purposes of meetings, training, seminars, or conferences.
17. The onsite café, Jo's, is the only organisation permitted to provide catering to CTC Training rooms. It is a condition of booking that no external catering be delivered onto the Precinct.
18. The Client cannot assign or transfer the booking to another person or organisation.
19. The Client is deemed to have accepted these Terms and Conditions on acceptance of booking even in the absence of a written signature.
20. The information and statements contained in this document are based on CTC's current information at the time of printing and are subject to change from time to time. Please contact CTC before making any significant decisions based on this information.
21. CTC will not be held responsible for delays, postponements, or cancellations of any event due to unforeseen circumstances and technical difficulties beyond our control; therefore, charges incurred for the event will not be waived. In the event of unforeseen circumstances which may affect lighting, power or access, CTC will not be liable for any claims of compensation.
22. The Client must not exceed the capacity limitations of the venue and will be expected to follow Workplace Health & Safety requirements where applicable. Participants attending the Centre must follow instructions given to them by CTC staff.
23. Unless otherwise agreed by CTC, the Client must not exceed the agreed finishing time which is 5 pm without approval at time of booking. Additional after-hours fees may apply.
24. The Client must remove any items not belonging to CTC from the rooms they have occupied. Goods left on the premises will be deemed abandoned unless prior notice has been given.
25. If hiring our venue at a time out of normal working hours, the Client must turn off all lights, urns and appliances, and ensure that security arrangements have been confirmed to lock all doors upon departure from CTC. Instructions on lock up procedures can be obtained from Reception during normal working hours only.
26. Your privacy is important to us. CTC will not disclose your personal data to any third party (other than to our contractors or agents involved in providing you with products or services you have requested) unless you have consented to such disclosure, or we are required by the relevant authorities to make such disclosure or you are in breach of our terms and conditions.
27. CTC has an alcohol policy which can be furnished on request if the event involves the dispensing thereof. Under no circumstances is alcohol to be served without the express consent of CTC and the alcohol policy agreed to by the Applicant.
28. The Training Rooms and Conference Facilities are smokefree zones. CTC has 2 designated outdoor smoking areas (DOSAs) that are near the training rooms, being by Entry 3 of Building 1, and outside entry 6 of Building 4. Clients must comply with not smoking outside of designated smoking areas and advise their attendees of these areas.
29. The Construction Training Centre reserves the right to:
  - a. Let or use any other parts of the CTC building for any other purpose.
  - b. Refuse any booking without assigning a



- reason.
- c. Cancel any reservation prior to the reserved date and return all moneys paid to the Applicant without any claim made against CTC.
  - d. Cancel any reservation where the Applicant has an outstanding invoice.
  - e. Charge for late notification of cancellation. Where notification of cancellation is received by CTC 5 working days prior to the event, the Applicant shall be liable for 50% of the quoted costs for the Applicant's proposed event. Where notification of cancellation is received by the CTC less than 3 days prior to the event, the Applicant shall be liable for 100% of the quoted costs for their proposed event.
  - f. At all reasonable times during the period of hire enter into and view the condition of the premises.
  - g. Expel any person for committing any breach of these conditions.
  - h. Have any dispute occasioning from the interpretation of these Terms and Conditions submitted to and determined finally and conclusively by the CEO of CTC

# Assembly Points



# Training Room Map

WIN-152

CTC—Training Rooms

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