Goals
Through our involvement in the RACV Energy Breakthrough we seek to:

- Provide an environment where students learn about healthy living, sustainability and the importance of energy efficiency
- Develop students' fitness and endurance
- Provide an opportunity to develop the teamwork and leadership skills of our students
- Give parents and supporters of the school the opportunity to be involved in school wide program
- Develop the brand of MEC as a high performing and successful school
- Ensure that our Gender Equality Policy is implemented through an extra-curricular program
- Access the Trade Skills Centre and the expertise of the teachers to give our students the chance to learn in a 'real life' situation
- Provide an opportunity for:
  - staff and students to work and learn together in a cooperative environment
  - the school and community groups to work together.

Guidelines
A school-wide Energy Breakthrough Coordinator will be appointed to manage MEC involvement in the selected events each year as part of the annual Leadership and Responsibility appointment process.

Team managers for each Hybrid and Human Powered Vehicle will be appointed as part of the annual Leadership and Responsibility appointment process. Staff who lead other aspects of the RACV Energy Breakthrough will be decided through a consultative process and then approved by the Local Consultative Committee.

An Administrative Assistant will be appointed to support the EBT Coordinator to seek sponsorship, organise fund raising and with other clerical tasks as requested by the EBT Coordinator.

We will seek to maximise student involvement and uphold the MEC Gender Equality Policy.

A consistent process will be implemented across the school in relation to student selection for HPV and Hybrid teams. This will involve a written application, a fitness test and time trial as required.

All students will be required to submit an expression of interest for involvement in all other aspects of the EBT

Unsatisfactory behaviour or poor work ethic may result in exclusion from EBT and must be written into that student's behaviour support plan and communicated with families prior to the student being excluded. Any exclusion must be approved by the principal.

All student selections must be approved by the principal.
All selected riders will have an opportunity to participate as a rider in the trial. The order of riders and the length of rides in the HPV and Hybrid categories will be determined by the team manager. Parents/guardians will be advised in advance that there may be unequal time spent by riders in the vehicle.

Practice sessions are to only occur when the necessary safety precautions have been put in place. Training cannot occur on weekdays or evenings on the Balaclava Rd circuit. Training is not permitted on Gladstone Street at any time. All other training circuits must be approved by the principal.

Team managers are required to submit a training schedule to the EBT Coordinator prior to the first training session.

Entries will be submitted online each March by the EBT Coordinator, after the team structure has been approved by the school’s executive group.

There will be parent information session/s held prior to the event.

All parents and community members involved in the program and who are directly interacting with students need to have a valid volunteer Working with Children’s Check.

Team managers can seek individual team sponsorship. All sponsors need to be approved by the principal.

All teams will wear the MEC approved EBT uniform.

A generic shirt and hat/cap will be made available to school wide supporters.

All fundraising ventures need to be approved by the executive team as per the MEC Fundraising Policy. There will be a number of whole school fund raising events and each team is permitted to undertake additional fund raising activities for their team as approved by the principal.

Involvement in other HPV events will be determined by team managers and approved through the usual MEC camps and excursions processes. Once selected a student’s parent/guardian will be requested to give permission for their child to attend all practice sessions and events as listed on the approval form.

The team manager or principal’s nominee is authorised to monitor and manage visitors to the pit and tent areas. He/she has the authority to request an individual to remove themselves, or refuse entry to any person or persons whose presence in the area is not required or considered a safety risk as detailed in the Risk Assessment.

This policy will be reviewed as part of the school’s 3 year review cycle.

This policy was last ratified by School Council on Wednesday 20th June 2018

Signed:

Paul Rumpff
School Council President
Appendix:

Please read the information in the main document prior to completing this checklist. Correspondence must be signed by Principal and Assistant Principal.

<table>
<thead>
<tr>
<th>ENERGY BREAKTHROUGH EVENT CHECKLIST</th>
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<tbody>
<tr>
<td>CHECKLIST TO BE COMPLETED BY TEAM MANAGERS WHEN ORGANISING ENERGY BREAKTHROUGH PUSHCART, HUMAN POWERED VEHICLE OR TRIATHLON EVENTS</td>
</tr>
</tbody>
</table>

**TERM ONE**

- Review entries from previous year and establish the categories for current year.  
- Check School Policy & Advisory Guide for staffing and supervision requirements (1-10 for cycling-link below)  
- Register the event online [https://www.racweb.com/](https://www.racweb.com/)
- Review integrity of the HPV Trike and pushcart.
- Decide whether to repair, rebuild or fundraising for new vehicle.
- Create plan for trike and pushcart improvements.
- Decide if fundraising is required for vehicles, uniform, hats, toolbox
- Complete **Fundraising Activity Notification** form if required
- Team managers meet with Energy Breakthrough Coordinator to discuss fundraising plans
- Team managers pursue any new fundraising opportunities that present

**START OF TERM TWO**

- Complete **Energy Breakthrough Notification form**
- Gain approval from appropriate Assistant Principal to proceed with planning. Enter excursion details onto MEC calendar
- Create an equipment list required at the event including toolkit and spare parts
- Liaise with Gavin Bayne to discuss any equipment, transportation or other support required
  - [Energy Breakthrough Toolkit list](#)
- Develop plan for trike and pushcart improvements and forward to the AP
Complete documentation for School Council Approval (see below links) including Risk Assessment.

Complete all forms below and submit to your Assistant Principal

- parentconsent.doc
- Medical form.doc
- emergencyresp.doc
- clothinglist.doc
- Camps approval form for School Couns
- Risk Register.docx
- School Council Checklist.doc

Assistant Principal Use Only

Principal Checklist completed and provided to Business Manager with all supporting documentation

- Principal Checklist.pdf

Attend Energy Breakthrough Information Nights for staff, parents and (where possible) students

Students complete application process

- Energy Breakthrough AppliApplication 2017.doc
- P-6 Student

Student applicant complete fitness test as required

Energy Breakthrough student teams finalized

Students informed of selection process results

- P-6 E8 Commitment Contr.
<table>
<thead>
<tr>
<th>Students attend Energy Breakthrough information session in their sub-school area</th>
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</thead>
<tbody>
<tr>
<td>Develop education program for push-cart or HPV using the Energy Breakthrough Handbooks</td>
</tr>
<tr>
<td>(Attachments below)</td>
</tr>
<tr>
<td>Send request for Working With Children Check to any parents who may be heavily involved in training or student support.</td>
</tr>
<tr>
<td>Ensure parents have received Working With Children Check approval</td>
</tr>
<tr>
<td>Provide information to Naomi Sewell for preparation of letter to send home to parents including an indemnity form that outlines training details and a phone contact for the team manager (MEC mobile phone should be considered).</td>
</tr>
<tr>
<td>Send all required information to parents</td>
</tr>
<tr>
<td>Parents return indemnity forms by due date</td>
</tr>
<tr>
<td>Provide a copy of all documentation sent home to parents to Specialist reception and/or General Office</td>
</tr>
<tr>
<td>Energy Breakthrough coordinator contacts Central Goldfields Shire to request permission to train at the velodrome and/or the Balaclava Rd track</td>
</tr>
<tr>
<td>Energy Breakthrough training begins</td>
</tr>
</tbody>
</table>

**ONE MONTH PRIOR TO ENERGY BREAKTHROUGH**

| Energy Breakthrough training on roads for all students participating |
| (Specialist students invited to join Mainstream teams on weekends) |
| Create a roster of duties |
| Ask staff/parents to add their names to roster of duties for during the Energy Breakthrough, prior to the event or post-event. |
| Review equipment list required at the event |
| Review with Gavin Bayne to discuss any equipment, transportation or other support required including toolbox and spare parts |
| Develop itinerary for push-cart and HPV using the Energy Breakthrough Schedules |
| Organisation of students presentations to other areas of the school based on the education program for push-cart or HPV using the Energy Breakthrough Handbooks |
Older students may provide personal development for younger students

Provide information to Naomi Sewell for preparation of letter to send home to parents including a phone contact for the team manager (Consider MEC mobile phone) and an indemnity form that outlines the Energy Breakthrough event details and schedules.

Indemnity Form

Send all required information to parents

Parents return indemnity forms by due date

Provide a copy of all documentation sent home to parents to Specialist reception and/or General Office

Attend Parent and Sponsor Appreciation BBQ and Training Session

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**TWO WEEKS PRIOR TO ENERGY BREAKTHROUGH EVENT**

Identify staff to attend event

Create roster that share the roles and responsibilities required in an equitable way

Inform staff that they must comply with relevant Departmental Safety Guidelines

A member of staff, with appropriate qualifications, has been designated as being responsible for first aid

The school contact person has been designated

All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan

Staff who are not registered teachers have received a satisfactory police check or after July 2007, a Working With Children Check

Assistant Principal Use Only:

Ensure online notification of school activity completed if water or adventure activity involved
Collect student indemnity forms from Accounts Receivable Officer

**ONE WEEK PRIOR TO ENERGY BREAKTHROUGH**

Energy Breakthrough Coordinator checks forms with student list and discuss with relevant AP if students have not returned forms.

Confirm with Daily Organiser, staff attending and identify if CRT/s required

Collect student forms and contact details ready for the event

Organise roles and responsibilities – medication, first aid big, equipment

Teacher in charge of medication to collect medical information (including copy asthma and anaphylaxis management plans) and make summary of medical conditions (liaise with First Aid Officer)

Create whereabouts rosters for students as appropriate, including an attendance list and whereabouts board.

Create food rosters for staff and/or parents

Oversee education and training of students

**ONE DAY PRIOR TO ENERGY BREAKTHROUGH**

Collect first aid equipment and other resources and assemble in central location

**DAY OF ENERGY BREAKTHROUGH**

Assemble at designated point at Energy Breakthrough. Student on attendance list checked off on arrival.

Provide accurate attendance list to Attendance Officer before departure

Ensure all medication given to nominated teacher

Take photos and record information for Newsletter and Mecazine

Record any first aid or accident/injury details and inform relevant Assistant Principal

**UPON COMPLETION ON EACH EVENT**

Students on attendance list checked off on buses or other transport as required

Students met by parents on return or picked up from the venue.

Allocated staff member(s) stay until all students collected for Specialist and Years 5 & 6

Medication returned to parents
<table>
<thead>
<tr>
<th>Task</th>
<th>Complete</th>
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<tbody>
<tr>
<td>Team manager oversee packing up of the event</td>
<td></td>
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<tr>
<td>POST ENERGY BREAKTHROUGH EVENT</td>
<td></td>
</tr>
<tr>
<td>Team manager oversee packing and unpacking of the event back at school</td>
<td></td>
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<tr>
<td>Team manager implement PMI feedback for their team</td>
<td></td>
</tr>
<tr>
<td>Team manager share PMI information with Energy Breakthrough Coordinator</td>
<td></td>
</tr>
<tr>
<td><strong>Energy Breakthrough Coordinator share PMI information with Executive Team</strong></td>
<td></td>
</tr>
<tr>
<td>Team managers share the publication of Energy Breakthrough team results with the school and media.</td>
<td></td>
</tr>
</tbody>
</table>