



# Energy Breakthrough Policy



## Help for non-English speakers.

If you need help to understand the information in this policy, please contact Maryborough Education Centre (MEC) on 5461 7900.

## GOALS

Through our involvement in the Energy Breakthrough (EBT) 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 a 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 EBT 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 EBT teams will be appointed as part of the annual leadership and responsibility appointment process. The EBT coordinator and EBT managers will consult with the relevant assistant principal to determine what events teams will be entered into e.g. Hybrid, Human Powered Vehicle (HPV), Pushcarts and Junkyard Challenge. Staff who lead other aspects of the EBT 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 fundraising 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 parents/carers 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 in consultation with the student. Parents/carers 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/carer information session/s held prior to the event.

All parents/carers, and community members involved in the program and who are directly interacting with students need to have a valid volunteer Working with Children's Clearance.

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 fundraising events, and each team is permitted to undertake additional fundraising 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/carer 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. The tent and pit areas will be limited to riders, parents, and fellow students. The team manager or principal's nominee 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.

## FURTHER INFORMATION AND RESOURCES

- [Photographing, Filming and Recording Students](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Consultation	Education Policy, May 2025
Approved by	School Council, 27 <sup>th</sup> of May, 2025
Next scheduled review date	This policy was last updated on 27 <sup>th</sup> May 2025 and is scheduled for review as part of the school's 3-year review cycle.

Signed:



Anita Ford  
**School Council President**

**Date 27.5.2025**

Appendix:

Please read the information in the main document prior to completing this checklist.

**Correspondence must be signed by principal and assistant principal.**






## ENERGY BREAKTHROUGH EVENT CHECKLIST

### CHECKLIST TO BE COMPLETED BY TEAM MANAGERS WHEN ORGANISING ENERGY BREAKTHROUGH PUSH CART, HUMAN POWERED VEHICLE OR TRYATHLON EVENTS







#### TERM ONE

Review entries from previous year and establish the categories for current year.	<input type="checkbox"/>
Check <a href="#">School Policy &amp; Advisory Library</a> for staffing and supervision requirements (1-10 for cycling-link below.)	<input type="checkbox"/>
Register the event online. <a href="#">RACVEB</a>	<input type="checkbox"/>
Review integrity of the HPV Trike and pushcart.	<input type="checkbox"/>
Decide whether to repair, rebuild or fundraise for new vehicle.	<input type="checkbox"/>
Create plan for trike and pushcart improvements.	<input type="checkbox"/>
Decide if fundraising is required for vehicles, uniform, hats, toolbox.	<input type="checkbox"/>
Complete <a href="#">Fundraising Activity Notification</a> form if required.	<input type="checkbox"/>
Team managers meet with Energy Breakthrough coordinator to discuss fundraising plans.	<input type="checkbox"/>
Team managers pursue any new fundraising opportunities that present.	<input type="checkbox"/>

#### START OF TERM TWO

Complete <a href="#">Energy Breakthrough Notification form</a>	<input type="checkbox"/>
Gain approval from appropriate assistant principal to proceed with planning. Enter excursion details onto MEC calendar.	<input type="checkbox"/>
Create an equipment list required at the event including toolkit and spare parts.	<input type="checkbox"/>
Liaise with Facilities to discuss any equipment, transportation or other support required.	<input type="checkbox"/>
<a href="#">Energy Breakthrough Toolkit list</a>	
Develop plan for trike and pushcart improvements and forward to the assistant principal.	<input type="checkbox"/>
Complete documentation for School Council Approval (see below links) including Risk Assessment. Complete all forms below and submit to your Assistant Principal	<input type="checkbox"/>
<div>  2025 EB Event Form- Parent Permis </div> <div>  2025 Confidential Medical Information </div> <div>  2025 Emergency Response Plan Profc </div> <div>  2025 Clothing and Equipment List.docx </div> <div>  School council checklist.doc </div>	<input type="checkbox"/>
<a href="#">Principal Approval Form</a>	<input type="checkbox"/>
<a href="#">Risk Analysis Tool</a>	<input type="checkbox"/>



Energy Breakthrough coordinator contacts Central Goldfields Shire to request permission to train at the velodrome and/or the Balaclava Rd track.	<input type="checkbox"/>
Energy Breakthrough training begins.	<input type="checkbox"/>
<b>ONE MONTH PRIOR TO ENERGY BREAKTHROUGH</b>	<input type="checkbox"/>
Energy Breakthrough training on roads for all students participating. (Specialist students invited to join mainstream teams on weekends.)	<input type="checkbox"/>
Create a roster of duties.	<input type="checkbox"/>
Ask staff/parents/cares to add their names to roster of duties for during the Energy Breakthrough, prior to the event or post-event.	<input type="checkbox"/>
Review equipment list required at the event. Review with Facilities to discuss any equipment, transportation or other support required including toolbox and spare parts.	<input type="checkbox"/> <input type="checkbox"/>
Develop itinerary for pushcart and HPV using the Energy Breakthrough schedules.	<input type="checkbox"/>
<p>Organisation of students' presentations to other areas of the school based on the education program for pushcart or HPV using the Energy Breakthrough handbooks.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">               EB_SchoolsHandbook_2025-01-3.pdf         </div> <div style="text-align: center;">               EB_TRYathlon_2025-01.pdf         </div> <div style="text-align: center;">               EB_Pushcarts_2025-01.pdf         </div> <div style="text-align: center;">               EB_TrialRegulations_2025-01.pdf         </div> <div style="text-align: center;">               EB_HPVEEV_2025-01.pdf         </div> </div> <p>Older students may provide personal development for younger students.</p>	<input type="checkbox"/>  <input type="checkbox"/>
<p>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.</p> <div style="text-align: center;">               Indemnity Form.doc         </div>	<input type="checkbox"/>
Send all required information to parents/carers.	<input type="checkbox"/>
Parents/carers return indemnity forms by due date.	<input type="checkbox"/>
Provide a copy of all documentation sent home to parents to specialist reception and/or general office.	<input type="checkbox"/>
Attend parent and sponsor appreciation BBQ and training session.	<input type="checkbox"/>

TWO WEEKS PRIOR TO ENERGY BREAKTHROUGH EVENT	
Identify staff to attend event.	<input type="checkbox"/>
Create a roster that shares the roles and responsibilities required in an equitable way.	<input type="checkbox"/>
Inform staff that they must comply with relevant Departmental Safety Guidelines.	<input type="checkbox"/>
A member of staff, with appropriate qualifications, has been designated as being responsible for first aid.	<input type="checkbox"/>
The school contact person has been designated.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Staff who are not registered teachers have received a satisfactory police check or after July 2007, a Working with Children Clearance.	<input type="checkbox"/>
<b>Assistant Principal Use Only:</b>	
Ensure online notification of school activity completed if water or adventure activity involved. <a href="#">Student Activity Locator (SAL)</a>	<input type="checkbox"/>
Collect student indemnity forms from accounts receivable officer.	<input type="checkbox"/>
ONE WEEK PRIOR TO ENERGY BREAKTHROUGH	
Energy Breakthrough coordinator checks forms with student list and discuss with relevant assistant principal if students have not returned forms.	<input type="checkbox"/>
Confirm with daily organiser, staff attending and identify if CRT/s required.	<input type="checkbox"/>
Collect student forms and contact details ready for the event.	<input type="checkbox"/>
Organise roles and responsibilities – medication, first aid, equipment.	<input type="checkbox"/>
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.)	<input type="checkbox"/>
Create whereabouts rosters for students as appropriate, including an attendance list and whereabouts board.	<input type="checkbox"/>
Create food rosters for staff and/or parents/carers.	<input type="checkbox"/>
Oversee education and training of students.	
ONE DAY PRIOR TO ENERGY BREAKTHROUGH	
Collect first aid equipment and other resources and assemble in central location	<input type="checkbox"/>

DAY OF ENERGY BREAKTHROUGH	
Assemble at designated point at Energy Breakthrough. Students on attendance list checked off on arrival.	<input type="checkbox"/>
Provide accurate attendance list to attendance officer <b>before</b> departure.	<input type="checkbox"/>
Ensure all medication given to nominated teacher.	<input type="checkbox"/>
Take photos and record information for newsletter and Mecazine.	<input type="checkbox"/>
Record any first aid or accident/injury details and inform relevant assistant principal.	<input type="checkbox"/>
UPON COMPLETION ON EACH EVENT	
Students on attendance list checked off on buses or other transport as required.	<input type="checkbox"/>
Students met by parents on return or picked up from the venue.	<input type="checkbox"/>
Allocated staff member(s) stay until all students collected for specialist students and years 5 & 6 students.	<input type="checkbox"/>
Medication returned to parents.	<input type="checkbox"/>
Team manager oversees packing up of the event.	<input type="checkbox"/>
POST ENERGY BREAKTHROUGH EVENT	
Team managers oversee packing and unpacking of the event back at school.	<input type="checkbox"/>
Team managers implement PMI feedback for their team.	<input type="checkbox"/>
Team managers share PMI information with Energy Breakthrough coordinator.	<input type="checkbox"/>
<b><i>Energy Breakthrough coordinator shares PMI information with executive team.</i></b>	<input type="checkbox"/>
Team managers share the publication of Energy Breakthrough team results with the school and media.	<input type="checkbox"/>