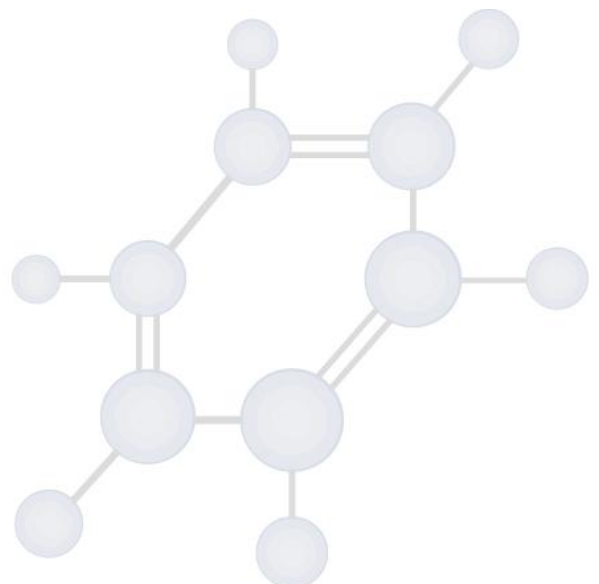




Guide to Robson Environmental and Canberra

Please note that the enclosed information is for assistance only and Robson Environmental Pty Ltd has no affiliation with, nor endorsement of any of the companies listed within. Please ensure that you do your own research as well to ensure you make an informed decision as Robson Environmental will not be liable for any loss or damage incurred by engaging any entity suggested within.

Robson Environmental Pty Ltd ~ ABN: 55 008 660 900
www.robsonenviro.com.au ~ training@robsonenviro.com.au
p: 02 6239 5656 ~ f: 02 6239 5669
140 Gladstone Street Fyshwick ACT 2609
PO Box 112 Fyshwick ACT 2609 ~
RTO Number 40481



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Introduction

Robson Environmental (Robson) will endeavour to assist students to source their travel, accommodation and food when they are required to travel to the training venue. This document is intended to list a couple of options as well as some websites a student can utilise when making arrangements for their training. Please feel free to contact the training department with any queries.

Travel

Air Travel

The Robson's training rooms at 140 Gladstone Street, Fyshwick ACT Australia are located approximately 10 minutes from Canberra airport.

At present there are only a few airlines that fly to and from Canberra Airport. These are:

Qantas



www.qantas.com.au

Phone **13 13 13**

Virgin Australia



www.virginaustralia.com.au

Phone **13 67 89**

Alternatively you can go to www.webjet.com.au to compare flights

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Car Hire

The local car hire firms in Canberra are:

	www.avis.com.au 13 6333
	www.thrifty.com.au 1300 367 227
	www.budgettrucks.com.au 13 2727
	www.europcar.com.au +61 2 6213 0300 at airport terminal

Alternatively you can compare companies at:

- www.carrentalbuddy.com.au/location/canberra
- www.canberraairport.com.au/travellers/parking-transport/rental-cars/
- www.drivenow.com.au/car-hire/canberra.jspc

Public Transport

Transport to the training venues is at the cost of the student. Local taxi cabs will pick up and drop off where ever you wish to travel to and for bus travel please refer to local timetables. Robson will assist a student to call a taxi should they request this service.

- Canberra Elite Taxis 02 6126 1600
- Cabxpress 02 6260 6011
- Silver Service taxis (02) 6239 3555
- Canberra Rail Station- Burke Crescent, Kingston ACT 2604
Transport NSW Country Link rail and coach service- www.countrylink.info/
daily train service to Sydney
- Canberra Action metropolitan bus service www.action.act.gov.au
For all services around Canberra and surrounding areas
- Bus interchange- 20-22 East Row Canberra City ACT 2601

Accommodation

At times when the Australian Parliament is sitting (most months) accommodation may be difficult to secure in Canberra. It is imperative that accommodation pre-booking is undertaken as soon as possible after the training dates have been secured.

All accommodation is at the expense of the student or employer; however assistance will be given in determining the closest accommodation in relation to the training venue, local restaurants, transport etc. The listed accommodation is within 10 - 20min travel time to the Robson training rooms.

Diplomat Hotel 2 Hely Street Griffith ACT 2603 +61 2 6295 2277 www.diplomathotel.com.au/	Rydges Capital Hill Canberra Avenue Forrest ACT 2603 +61 2 6295 3144 www.rydges.com/CanberraCapitalHill
Manuka Serviced Apartments Cnr Manuka Circle & Oxley Street Manuka ACT 2603 Reservations: 1800 688 227 www.manukapark.com.au/	All Seasons Canberra 203 Goyder Street Narrabundah ACT 2604 +61 2 62952944 reservations@hotelheritage.com.au
Pinnacle Apartments 11 Ovens Street Kingston ACT 2604 +61 2 6239 9799 http://www.pinnacleapartments.com.au/	Airport International Motel 57-73 Uriarra Road Queanbeyan NSW 2620 www.airportinternational.com.au stay@airportinternational.com.au
Quality Inn Country Plaza 147 Uriarra Road Queanbeyan NSW 2620 +61 2 62971211 www.countryplazamotel.com.au	Best Western Motel Monaro 27 Dawes Street Kingston ACT 2604 +61 2 6295 2111 www.motelmonaro.com.au
Best Western Plus Garden City 55 Jerrabomberra Avenue Narrabundah ACT 2604 +61 2 6295 3322 Gardencity.bestwestern.com.au	Brassey of Canberra Belmore Gardens & Macquarie Street Barton ACT 2600 +61 2 6273 3766 www.brassey.net.au
Canberra South Motor Park Cnr Canberra Ave & Monaro Hwy, Fyshwick ACT 2609 +61 2 6280 6176 www.csmp.net.au	Queanbeyan Riverside Tourist Park 41A Morisset St, Queanbeyan, NSW, 2620 +61 2 6297 4749 www.qbnriversidetouristpark.com.au

Alternatively you can compare a range of hotels on the following websites

- www.wotif.com
- www.tripadvisor.com.au
- www.hotels.com
- www.hotelscombined.com.au

Food

Catering

Morning/afternoon tea and lunch will be provided for the Occupational Hygiene courses (W501-W507)

Those students registered on the Asbestos Awareness course will have access to tea and coffee facilities during the break

All non-accredited courses will have access to tea and coffee facilities during scheduled breaks.

We will endeavour to provide for special dietary requirements if listed on the registration form.

Local Restaurants

For students staying in Canberra to undertake training, Robson will assist students as requested in finding a suitable local restaurant close to their accommodation.

Alternatively you can compare restaurants on the following websites:

- www.tripadvisor.com.au
- www.outincanberra.com.au
- www.bestrestaurants.com.au/act/canberra
- www.urbanspoon.com

Emergencies

Robson will deliver emergency evacuation instructions as part of the site induction to all course attendees prior to commencing any training.

The Robson training rooms have Evacuation plans on display.

What to do if you're instructed to leave the training venue or hear the fire alarm bell (continuously ringing)

- Remain calm
- If in a class, follow the Trainers instructions
- When instructed to do so, move with your group to the designated assembly area and remain for roll call and until instructed otherwise
- Do not wander from the designated assembly area
- If you are asked to give assistance, please do so only if you feel confident in your abilities

First Aid

Robson Environmental has a nominated employee trained in first aid to deal with any emergencies. First aid kits are located at the reception desk and in the staff kitchen. Anyone that's injured or requires medical assistance should inform the trainer on the condition and urgency of their need as soon as possible. The trainer will instigate the required action immediately.

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Parking

Parking for students or clients undergoing training at Robson Environmental training rooms 140 Gladstone Street, Fyshwick ACT 2906 is provided in the bottom car park area. Refer to the parking sign when turning into the Robson Environmental driveway. All vehicles are secured and parked at the owner's risk.



Student Handbook

Please refer to the student handbook for important information with relation to your course and your training through Robson Environmental. This handbook outlines your rights and responsibilities as a student as well as processes for things that you may encounter.

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