

# Day Trip Application 2023/24

## Important Information for Applicants

Before completing this form, please read the **Community Transport Principles of Service** (pages 3 and 4 of this application) and confirm that your group is eligible to apply this service.

Is your group eligible to apply for this service?

Yes  No

Please read the **COVID-Safe plan** for your group outing on Item 11.

By submitting your application form it is assumed that you agree to each all our service conditions.

### 1. Name of organisation/group

### 2. Is your organisation/group not-for-profit?

Yes  No

How is it intended that this hire service be paid for?

### 3. Does your organisation/group receive financial assistance from federal, state or local government for the provision of transport or recreational services (includes Community grants)?

Yes  No

### 4. If yes, from which organisation and how much?

### 5. Please describe the activities your organisation/group offer?

**6. What is the estimated percentage of organisation/group members who reside in Stonnington?**

- Less than 10%  Above 60%
- Between 10% and 30%  100%
- Between 30% and 60%

**7. Primary Contact for organisation/group.**

Name	Phone	Email
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**8. Secondary Contact for organisation/group.**

Name	Phone	Email
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**9. Street address for organisation/group.**

**10. Mailing address if different from Street Address.**

**11. The COVID-Safe plan for your organisation/group will include**

- Recommends no one gets on the bus if they feel unwell
- Face masks are not required but are strongly encouraged to be worn inside the bus
- Maintain good hygiene practices and social distancing where possible
- If any passenger tests COVID positive within 5 days after the outing to report Immediately to Council

**SIGNATURE**

Name	Signature and date
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*By signing this application, you agree to all conditions of use.*

## Community Transport Principles of Service 2022/23

As from 1 July 2022

Council's community transport program provides flexible and accessible transport assistance for older residents and people living with disability to stay independent and participate in community life.

The primary intention is to provide affordable assisted transport to meet unmet transport needs to identified retail and community destinations for eligible residents. The service does not provide transport for medical and health appointments.

A self-drive (11 or 12 seat) bus is available for hire by eligible not-for-profit community groups.

To be eligible to apply for the service an applicant must meet one of the following Principles of Service which guide the delivery of the Community Transport Program.

- » **Principle 1:** Affordable, door-to-door services for residents aged 65 years+, residents living with disability or with limited mobility to retail destinations.
- » **Principle 2:** Access to Council delivered social inclusion and wellbeing opportunities for older residents.
- » **Principle 3:** Access to community programs for older people where transport is not funded or provided by any other option.
- » **Principle 4:** Council approved community grant recipients.
- » **Principle 5:** Availability to eligible community groups for self-drive hire.

### Principles of Service

**Principle 1:** Affordable, door to door services for residents aged 65 years+, residents living with disability or with limited transport to access retail

The service will be available to residents who live independently to access a list of pre-determined retail destinations. Low level staffing support to assist participation based on an initial and annual assessment of risk to selves, others and staff will be required to use this service. Retail destinations are subject to change based on viability of route. Council will determine fees for service as part of its annual budget process. Community transport service is not available where the individual is funded for the activity under a package of care (NDIA or aged care).

**Principle 2:** Access to Council delivered social inclusion and wellbeing opportunities for older residents.

This service will be available to older residents and people living with disability or limited mobility who live independently to access a list of pre-determined Council operated programs. Low level staffing support to assist participation based on an initial and annual assessment of risk to self, others and staff will be required to use this service. Destinations are subject to change based on viability of route, will be reviewed quarterly and Council services will be prioritised within existing resources. Council will determine fees for service as part of its annual budget process. Community transport service is not available where the individual is funded for the activity under a package of care (NDIA or aged care).

**Principle 3:** Access to community programs and wellbeing opportunities for older people and people with disabilities where transport is not funded or provided by any other option.

This service will be available to older residents and people living with disability or limited mobility who live independently to access a list of pre-approved community-based programs. Low level staffing support to assist participation based on an initial and annual assessment of risk to self, others and staff will be required to use this service. Destinations are subject to change based on viability of route and will be reviewed quarterly. Council will determine fees for service as part of its annual budget process.

Participants or programs will be ineligible if the:

- » organisation, program or activity is funded under National Disability Insurance Scheme (NDIS)
- » organisation, program or activity is receiving aged care funding (including residential aged)
- » organisation is commercial or activity is profit-making
- » organisation, program or activity considered the responsibility of state or federal government to fund (e.g., education programs)
- » key focus of the organisation, program or activity is to promote political, religious or spiritual beliefs
- » organisation has entered into service or funding agreements with the Council to deliver agreed health and other supports, including transport.

## **Community Transport Principles of Service 2022/23 (continued)**

As from 1 July 2022

### **Principle 4: Community approved community grant recipients**

The annual community grant program includes in-kind community transport grants. Groups must meet eligibility criteria and be approved for a grant by Council resolution each year.

### **Principle 5: Availability to eligible community groups for self-drive hire**

Approved community groups can hire a self-drive community bus to participate in community-based programs, subject to meeting hire criterion. Council reserves the right to apply restrictions on distance that can be travelled and length of time for hire.

Eligible hirers must:

- » supply their registration number allocated by Transport Safety Victoria when booking
- » have an Australian Business Number (ABN) or an Auspice Organisation with an ABN and written consent

- » be not-for-profit and incorporated under the *Associations Incorporation Act* or enacted under legislative provisions for charitable purposes; or supported by an Incorporated Association that is deemed to be a not-for-profit, as classified by the Australian Taxation Office (section 103A (2) (c) of the *Income Tax Assessment Act 1936*)
- » hirer and activity must be servicing City of Stonnington residents only
- » have current Public Liability insurance of no less than \$20,000,000
- » not be receiving funding for transport programs under another funding source (NDIA, Aged Care, Department of Education and Training, etc)
- » not be promoting political, religious, or spiritual beliefs.

## **Privacy Statement**

The City of Stonnington offers a Community Transport Service to those who apply and meet the eligibility criteria (Service). Council collects the following Personal Information to administer the Service: name, contact details and transport related information about your passengers.

### **Your Personal Information will be used for the following primary purposes:**

- » To assess your eligibility to access the Service;
- » To verify your identity and contact you;
- » To deliver the Service to you and ensure you agree to the terms and conditions; and
- » To process and dispatch Service invoices;
- » To process applications for community grants in connection with the Service; and

Council will not disclose your Personal Information to any third parties.

If you do not provide your Personal Information you will not be eligible to apply for the Service. If you wish to access or alter any of the Personal Information that you have supplied to Stonnington City Council, please contact Council's Privacy Officer by telephoning **03 8290 1333** or emailing **council@stonnington.vic.gov.au**. For more information about how Council handles Personal Information, please refer to our Privacy Policy.

### Day trip and date requests

Day Trip buses seat a maximum of **15** passengers.  
Stonnington Community Transport supplies driver for this booking type.

Name of organisation/group

### Booking Details

Day trips are only available on Mondays or Thursday between 9:00am and 4:30pm.  
Buses are not available outside these hours.

Preferred day:

Monday  Thursday

Preferred dates:

Dates NOT wanted:

Nominate 3 preferred months:

Number of passengers (max. 15):

Pick up address:

Do any of your passengers have special needs?

Yes (*explain below*)  No

**Other comments**

Once your application has been approved and a date allocated, you will need to complete the 'Day Trip Details' form.

**IMPORTANT  
MESSAGE TO ALL  
DAY TRIP ORGANISERS**

When planning a destination or venue double check what restrictions are in place that may affect your group's enjoyment of the day.

## Day Trip – User Information

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### **IMPORTANT MESSAGE TO ALL DAY TRIP USERS**

- » Bus capacity at 15 passengers until further notice
  - » Destination distance 1 hour 15 minutes travel time
  - » Face masks are not required; however, they are strongly encouraged while inside bus
  - » Hand sanitiser stations available on all buses
  - » Maintain good hygiene and social distancing
  - » Our drivers will sanitise the buses before, during and after all day trips for your safety
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The following information should be considered when completing the 'Day Trip Application' and when completing the 'Day Trip Details' form:

- » Day trips are only available on Mondays or Thursdays between 9:00am and 4:30pm. Buses are not available outside these hours
- » The bus must return to the return location in Stonnington by 4:30pm at the latest.
- » A maximum of 15 passengers are permitted on the bus
- » All passengers must be allocated a single seat belt. Children sitting on knees is not allowed
- » Day trip destinations must be no more than 100kms (1.25 hours driving time) from Stonnington
- » Your pickup and return point must be located within the City of Stonnington
- » Dates allocated for day trips cannot be change.
- » Once a date has been allocated, your outing organiser must complete and send the 'Day Trip Details' form 30 days prior to the day of your outing
- » Once Stonnington Community Transport has approved your day trip details, no details can be changed without consultation prior to the day of departure
- » There must be at least one person in charge of the group on the day
- » The group leader must confirm that all Day Trip outing participants are double vaccinated or have medical exemption
- » The driver will consult with the group leader during the day if any changes need to be made due to unforeseen circumstances
- » If your group has a Community Grant, any change of date will require prior approval from Community Grant Manager
- » Cost of bus hire for day trips can be found on the 'Fees and Charges' information sheet.

## Day Trip Details

Please complete this form and send to Stonnington Community Transport 30 days before your departure.

Name of organisation/group

Date of outing

Contact Information

Name

Phone

Please provide a brief description of your outing

### **IMPORTANT MESSAGE TO ALL DAY TRIP ORGANISERS**

When planning a destination or venue double check what restrictions are in place that may affect your group's enjoyment of the day.

**THE BUS IS AVAILABLE TO YOUR ORGANISATION/GROUP BETWEEN 9:30AM AND 4:30PM**

Pick up details

Time

Location

Return details

Time

Location

Estimated time it takes to drive to your destination

If there is time, what other places of interest do you need to include on the day?

**Day Trip Details** (continued)

What arrangements have you made for morning tea, lunch, and/or afternoon tea?

Address of lunch location

Do any of your passengers have any special requirements we need to be aware of  
(e.g. uses wheelchair or four wheel walker)

Other comments

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**IMPORTANT MESSAGE TO ALL DAY TRIP USERS**

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  - » Maintain good hygiene and social distancing
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