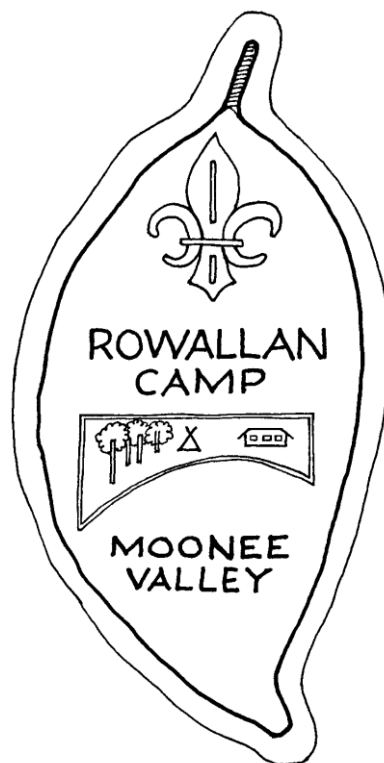


Information & Rules for Campsite Users



'Forest'

This booklet must be read by the person in charge prior to the commencement of the camp.

On arrival to camp, the person in charge will be required to sign that they have read this document, accept the rules contained herein and undertake to make all members of the group aware of the rules.

Camp Booking & Information Officer – 0416 47 00 57

Rowallan Recreation & Adventure Camp

A Scouts Australia (Victoria) Camp – Managed by Moonee Valley District Association.



CONTENTS

Contents	1
Emergencies in brief	2
Staff roles & responsibilities	2
Personal emergency evacuation survival kit	2
Personal identification card.....	2
Cook's emergency kit.....	3
Rules.....	3
Before you arrive / what to bring	3
When you arrive.....	3
Whilst you are at camp	4
When you leave	5
General Information.....	6
Camp facilities.....	7
Camp activities.....	7
History In Brief.....	7
Site Map & Directions to Rowallan Scout Camp.....	Annexure A
Your Feedback.....	Annexure B
Camper Register.....	Annexure C

EMERGENCIES IN BRIEF

This section contains the specific emergency information that you will require before your camp. The full Emergency Management Plan will be provided to you by the Ranger upon your arrival. . You can also find it on our website: <http://www.rowallan.org.au/docs/Emergency%20Management%20Plan.pdf>

STAFF ROLES & RESPONSIBILITIES

Please note that Rowallan Recreation & Adventure Camp does not provide staff for your camp and as such you are responsible for the supervision of all members of your camp. You are also responsible for your own first aid needs.

Leader in charge: Prior to the camp you must:

- have formulated an easily identifiable emergency grouping system allocating small groups of campers to leaders / helpers. This may be colour coded nametags, group numbers, leader / helper's name on camper's nametag, etc.
- have a whistle to be used as an emergency signal.
- have sighted and be aware of how to get to the Community Refuge Area from the campsite. It is located at the Recreation Reserve, Main Rd, Riddell's Creek and is signposted with a RED 'R' on a WHITE background.
- contacted the local police, and provide them with the relevant details of your group.
- have a complete list of medical and personal details of all campers; supply this list to an offsite emergency contact; and subset lists to leaders of the designated people in their care.
- have appointed an *Offsite emergency contact*, and informed them of their role. They would be contacted by the leader in charge in the case of a campsite emergency (eg. bushfire) and are responsible for advising the individual camper's emergency contacts of the situation.

Trained first aider: must provide a portable emergency first aid kit.

Cook / Quartermaster: must provide a *Cook's emergency kit* (see below).

PERSONAL EMERGENCY EVACUATION SURVIVAL KIT

During the Fire season, each Camper should have a *Personal Emergency Evacuation Survival Kit* contained in a separate small pack, ready to go at all times.

This Kit should contain:

Woollen jumper, hat and gloves, small woollen blanket, something to do (book, pocket game), small ground sheet, small container of water, snack (muesli bars, etc), plastic cup, personal medical needs (Asthma spray, insulin), personal identification card.

PERSONAL IDENTIFICATION CARD

The *Personal Identification Card* should be with the camper at all times, in a waterproof holder.

It should have the following details on it:

1. Full correct name.
2. Parent / guardian name.
3. Complete address.
4. Date of birth.
5. Medicare number.
6. Ambulance subscription number.
7. Details of health (e.g. Asthmatic).
8. Medication carried and instruction for use of.
9. Emergency contact phone numbers of two (2) people.

COOK'S EMERGENCY KIT

Your Cook's emergency kit is a substitute meal (e.g. muesli bars, nuts, chocolate) and water for all campers in a suitable bag identified as such. Note: It may need to be manhandled, i.e. thrown on the back of a truck.

RULES

As with most things in life, there are rules. We try to keep them to a minimum; however the following rules must be adhered to.

BEFORE YOU ARRIVE / WHAT TO BRING

- Prior to arrival, you have read and understood this document, and have passed on all relevant information to staff, helpers and campers.
- Prior to arrival, the Ranger or Booking Officer must be informed of your group's estimated time of arrival (you may have done this on your booking form).
- Parents / Guardians bringing or collecting children must be given clear instructions of where to go. Take Gate 4, which is the last right turn off Kent Road. Provide a map for them.
- Cooking fires:
During Fire Restrictions, the only naked flame allowed is from a gas stove.
During Total Fire Ban, there are no naked flames allowed.
- Complete the Camper Register (Annexure C) – see 'When you arrive'.
- Please provide the following items:
 - A portable First Aid Kit to meet the needs of the campers in your group.
 - We do not supply any equipment other than the half-fire drums for cooking, and the shower / toilet block.
 - Biodegradable or septic compatible toilet paper.
 - Pioneering and construction equipment.
 - Biodegradeable soap.
 - *Personal emergency evacuation kit & Personal identification card* for each camper.

WHEN YOU ARRIVE

- The person in charge (you) of your camp is to be the **first to arrive & is to check in with the Ranger on arrival**. The Ranger will allocate you a campsite. Camp only where the Ranger has indicated. You will receive a Camp Folder that contains important reference documents. Contained therein is the Emergency Management Plan.
- As a condition of hire, groups are to complete the Camper Register (Annexure C). The register **must be given to the Ranger upon arrival** or as soon as possible thereafter. The register is a record of all participants of your camp and is essential in emergency situations.
- All campers should be assembled together on arrival for a safety and emergency briefing conducted by the person in charge. See Emergency Management Plan.

WHILST YOU ARE AT CAMP**General:**

- No recreational drugs permitted in the camp.
- No Pets allowed.
- All forms of motorised bike are not permitted in the camp.
- No pits or trenches are to be dug for any reason.
- No firearms or chainsaws are permitted on the property at any time.
- No trees are to be cut down.
- Cars must be parked off the road. No car may obstruct any roadway or gateway, even whilst unloading.
- All garbage is to be taken home with you. **Everything you bring in – YOU take home !!**

Noise:

- Amplified sound must be off after 11pm. Noise travels easily from the Camp. Our neighbours will complain and the Police will likely turn up.

Safety:

- Total Fire Ban, as declared by the CFA, means no fires or naked flames may be used outdoors. *The shire, CFA or Ranger, may issue additional fire restrictions.*
- If you are going off site, please let the Ranger know where you are going and if any of your party will be remaining at camp.
- Campfires are to be lit in the Amphitheatre / Campfire Circle only. Firewood is available. NO fire is to be left unattended. Do not build bonfires.
- Cooking fires are to be lit in the half 44 gallon drums provided. Firewood is available. NO fire is to be left unattended. Do not build bonfires.
- A fire bucket filled with water must be located at each cooking fire and at the campfire circle. An area with a radius of four (4) meters around each cooking fire must be clear of all loose flammable material. Do not pull out grass.
- Restricted areas:
 - The Guide Camp & the Ranger's cottage.
 - Gas Tank and enclosure.
 - All water tanks.
 - Neighbour's properties.
 - Any area marked as Closed for regeneration or Closed to camping.

Fire Danger:

- If the Fire Danger Rating of the Central Fire District for a given day is CODE RED, then the Camp will be closed. All campers will be required to leave in this case. The Ranger will be in contact if this occurs.

First aid:

- User groups are required to fill out the Medical Register for any injuries, illness, accidents, first aid or near misses that occur onsite or require offsite medical or hospital treatment.
- Upon leaving, provide the Ranger a copy of the Medical Register.
- Copies of the Medical Register are available from the Ranger or the Camp folder.

WHEN YOU LEAVE

- Give the completed Medical Register to the Ranger prior to leaving.
- Clean your campsite and remove rubbish before leaving. REMEMBER A CLEAN BUSH ON ARRIVAL IS AN ENJOYMENT FOR ALL
- Hose out the toilet block.
- Replace any ½ Fire drums back in the "storage shed".
- If any facility or equipment is found to be in disrepair, please report this to the Ranger to facilitate replacement / repair for other users.
- When the Ranger inspects the campsite before your departure, please return the Camp Folder and your feedback form to the Ranger.

GENERAL INFORMATION

ACTIVITIES SUPERVISION	All leaders are required to assess & provide the appropriate leader-participant ratio for the various activities. All activity leaders should be familiar with the appropriate "Adventure Activity Standards" and have carried out the appropriate "RISK" assessment.
BUSES / COACHES	Large Buses have limited turning space within our property. Please ensure that your bus driver is aware of this fact. The roads in the Forest Camp are graded gravel and narrow.
CFA	If you wish to arrange a talk and demonstration by the CFA, please contact the CFA at PO Box 10, Riddell's Creek prior to your camp.
EROSION	The Campsite is subject to soil erosion. Be wary of uneven ground when walking on-site and in surrounding areas. There are some areas of the campsite that are closed for regeneration. These areas are clearly marked.
HAZARDS	There are several potentially hazardous areas within the Campsite. <ul style="list-style-type: none"> • Gas Tank and enclosure • All water tanks • Cliffs along the creek and the old empty swimming pool Leaders are to be aware that as a 'Bush Camp' there will always be natural hazards. Be wary of taking children into these areas.
NOISE	Amplified music is allowed but only inside buildings. As per the <i>Environment Protection (Residential Noise) Regulations 2008</i> all amplified sound is to be turned off after <u>10pm Sun-Thu</u> and after <u>11pm Fri-Sat</u> . http://www.epa.vic.gov.au/your-environment/noise
RANGER	The resident Ranger's office is located at the house at the beginning of Baden Powell Drive. In the event of an emergency the Ranger will be notified in the first instance of approaching danger and will be the liaison official with all emergency services. Notice must be taken of the Ranger's directions. The Ranger may not render First Aid, but may assist with contacting medical aid and other authorities as required.
SECURITY	A common sense approach to your security is to be taken. We suggest that valuables be locked away at all times. Vehicles should be secured when not in use.
SEPTIC TANKS	The property has a septic system for all waste fluids (including showers). It is most important that foreign material (sanitary items) not be placed in toilet pans. It is also important that biodegradable soaps and detergents be used.
STAFF	Rowallan Camp does not provide any staff, supervisors or first aiders. It is your responsibility to designate an appropriate person to be the First Aid Officer.
TELEPHONE	In emergencies you can use the HQ Camp telephone located in a phone booth outside the dining room door. It is restricted to Local, 13, 1800 and 000 calls. There is information next to the phone on how to use reverse charging. There is an "HONESTY" box for you to pay for the call. The phone number is – (03) 5428 6084
TRANSPORT	It is the responsibility of the person in charge to arrange transport. There is no public transport between the camp and Riddell's Creek township.

CAMP FACILITIES

The Forest Camp is essentially natural Australian bush. Facilities available are:

- Dirt roads through the camp.
- A fire and storm refuge called Warnock Lodge.
- Tank water piped to taps throughout the camping area.
- A toilet block with showers and hot water.
- Nature trails through our wildlife reserve.

CAMP ACTIVITIES

- The campsite does NOT provide any programme staff for specialised activities. You will need to provide the necessary equipment (eg. bats and balls) for all activities. There are however fixed specialised activities on site, which will require adult supervision.
- It is your responsibility to provide and supervise your own activities.
- All teachers must have read and familiarised themselves with the DEECD outdoor activities guidelines and risk management planning.

Activities	Location & other information
AMPHITHEATRE & CAMPFIRE CIRCLE	An amphitheatre with a stone campfire circle at its centre. Located along Nunan's Road. Do not build bonfires.
ARCHERY	The Archery Range has 2 start lines 15m and 25m (all archers to use the same start line per round). There are 3 targets. You are given 6 sets of everything, and there is enough room to have 2 archers per target. Cost details from the Ranger or Booking Office.
INITIATIVE COURSE	Team-building activities. Located between Howard Holden Drive and Nunan's Road. Instruction sheets are available from our website and are also located at each activity. The course should only be used by children over 11 years old
LOW ROPES COURSE	This is a challenge activity for individual and team pursuit. An instruction for use and safety requirements is available from our website and is also located at the activity. The instructions must be read and implemented. The course consists of a series of steel cables, between trees, that are not more than 0.6 metres off the ground. Adult supervision is a must when the low ropes course is in use. The low ropes course is located in the playground area at the rear of the bunkhouses, and should only be used by children over 8 years old. As this activity is located in the Headquarters Camp, approval for use will need to be obtained from the Ranger.
NATURE TRAILS	Throughout the property and into our "Wildlife Reserve".
ORIENTEERING	Five orienteering courses are available to all campers. The courses range in difficulty for ages 8 years and up. The course does not require the use of compasses, however if you wish to use compasses, please bring your own. The maps are available from the Ranger. Laminated colour maps and B&W maps will be provided. The laminated maps are to be returned.

HISTORY IN BRIEF

See our page at: <http://www.rowallan.org.au/history>