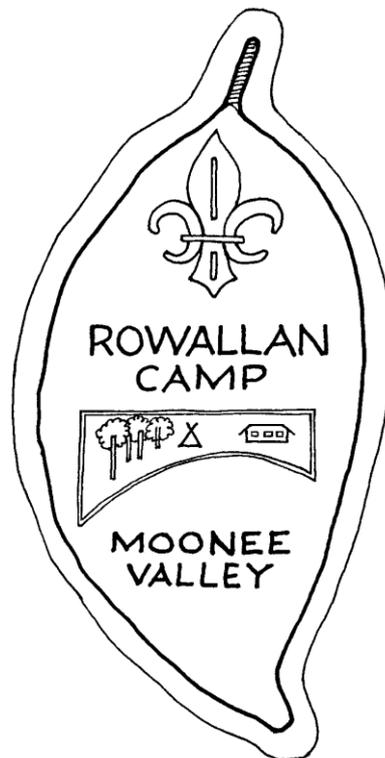


# Information & Rules for Campsite Users



'Headquarters'

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..... 2

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..... 8

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

## **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 to drop off and collect their charges. Provide a map for them.
- 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.
  - Bin liners for the large bins in the kitchen.
  - Sleeping Gear, (sleeping bag, pillow, pillowslip, blankets and linen).
  - Biodegradable or septic compatible toilet paper.
  - Biodegradable or septic compatible soap and cleaning detergents.
  - Tea towels, dish-mops, etc.
  - *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**. You will receive a 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**. 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.
- Extinguishers are installed in the building. Please check their positions on arrival. All leaders should acquaint themselves with their location and read all the operating instructions. A leader should not be trying to work out how to use an extinguisher whilst fire is in progress. Be prepared - lives may depend on your swift action.
- There is a loading dock at the end of the car park next to the kitchen.

**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.
- Cars must be parked in the car parks. No car may obstruct any roadway or gateway, even whilst unloading.
- No firearms or chainsaws are permitted on the property at any time.
- No trees are to be cut down.
- All garbage is to be placed in bins located in the car park near the kitchen.

**Buildings:**

- No food or drink is allowed in the bunkhouses.
- Smoking is not allowed in any building.
- Mattresses are NOT to be removed from the bunkhouses.

**Activities:**

- The low ropes course must be used under adult supervision. The Low Ropes instruction book must be used for usage & safety instructions (available from the Ranger).
- Ball games are not allowed in the bunkhouses or the dining room. All indoor ball games are to be confined to the Recreation Hall.
- Do not allow the fire in the Recreation Hall to be alight when ball games and other 'running around' activities are in session. Keep safety in mind at all times. The fireguard must be used at all times. Use firewood sparingly.
- Craft activities are NOT to be conducted in the dining hall and bunkhouses. Craft activities may be conducted in the recreation hall or outside.

**Noise:**

- Amplified sound must be contained inside of buildings and after 11pm not be perceptible at a distance of 50m from said building. Noise travels easily from the top of the hill. 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.
- The Australian Standard for Bunks says children under 9 should not use the top bunk
- 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.
- Please leave the campsite and all facilities in a clean and tidy condition. Clean the camp as per the 'Cleaning and Final Checklist' instructions on the kitchen wall.
- The Ranger in the presence of the person in charge will carry out an inspection at the end of the camp.
- If any equipment is found to be in disrepair, please report this to the Ranger.
- Breakages are inevitable; please report all breakages to the Ranger for repair/replacement. Some items may incur a replacement fee; the person in charge is responsible for all breakages. If the item is to be replaced or repaired at the expense of the hirer, then the cost is to be paid to the Ranger or Booking Officer. An administration fee may apply.
- When the Ranger inspects the campsite before your departure, please return the Camp Folder and your feedback form.

**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 main access road, Baden-Powell Drive, is steep and narrow, however it is sealed.
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"> <li>• Gas Tank and enclosure</li> <li>• All water tanks</li> <li>• Cliffs along the creek and the old empty swimming pool</li> </ul> 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 the Recreation Hall. 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> . <a href="http://www.epa.vic.gov.au/your-environment/noise">http://www.epa.vic.gov.au/your-environment/noise</a>
RANGER	The resident Ranger's office is located at the house at the beginning of Baden Powell Drive at the bottom of the hill. 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. Doors may be locked if desired. 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	There is a 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

There are 2 bunkhouses with the capacity to sleep up to 64 people in bunks. Two self-contained leader's rooms are located in Bunkhouse #40. An additional 8 bunks are provided for leaders in quarters adjoining the lounge area, providing a total of 72 beds.

In Winter, the Toilets and Bunkhouses are hydronically heated to 15° overnight.

All camps are self-catered. Outsourced catering is available by prior arrangement.

The kitchen contains

- Upright fridge, freezer & drinks fridge
- Pantry
- 3 large sinks
- Hot and cold water
- Microwave oven
- Hot water boiler
- Pots, pans and cooking utensils
- Crockery and cutlery for up to 80 people
- Gas stove consisting of 10 burners, griller, hotplate and double ovens
- Mobile Bain-marie

The dining room seats 72+ people on fixed bench seating.

The dining room has a separate hot water boiler, including cups and sink.

We provide some lounge chairs in the lounge area.

The training / recreation hall has chairs for 90 people and an open fireplace.

There is a outdoor gas fired barbecue with tables and lighting.

There is a First Aid room (incl planning room) in the Leader's quarters off the dining room.

There is a consecrated chapel in Showers Road (Gate 2 entrance from Kent Road). Times of use are to be negotiated with the Ranger.

All toilet and shower facilities have hot water.

The camp has a toilet that will accommodate both wheelchair and limited mobility campers.

The camp has wheelchair access to all buildings and playground (except Bunkhouse #24).

## CAMP ACTIVITIES

- Refer to 'Rules - Whilst at Camp'.
- 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
ADVENTURE PLAYGROUND	Located at the rear of Bunkhouse #24.
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.
CAMPFIRE CIRCLE	A campfire circle near the parade ground. Do not build bonfires.
BASKETBALL	Outside court located at playground area rear of the bunkhouses. An indoor court is located in the recreation hall. "Slam-dunking" is prohibited.

Activities	Location & other information
CAMPFIRE	Outdoor fires can be lit in designated areas only. Wood is provided. NO fire is to be left unattended. A water tap and hose is located nearby at the BBQ. Do not build bonfires.
HALF SOCCER	Two half-size soccer goals are located in the storeroom of the Recreation Hall. These goals may be used inside and outside for sports like junior soccer, hand soccer and junior hockey. Please take care in setting up the goals to avoid breaking the nets.
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. As this activity is located in the Forest Camp, approval for use will need to be obtained from the Ranger. 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.
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.
TABLE TENNIS	Two tables with nets are available in the recreation hall.
VOLLEYBALL	The volleyball court (net included) is located in the playground area at the rear of the bunkhouses.
ZIP LINE	A short Flying Fox designed for kids. It does not need a harness and has a seat like a poma snow lift. Adult supervision is required for kids. One occupant only please.

## HISTORY IN BRIEF

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