

CAMP BANKSIA

Group Leader's Manual

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Welcome to Camp Banksia! Thank you for bringing your group to stay with us. We have set out in this manual all of the information we think you may need while you are staying here. If you have any questions or suggestions for further information that could be included in this manual please contact the camp manager.

On Arrival

On arrival the group leader (referred to as “the responsible adult” in the booking application) should make him/herself known to the camp manager who will confirm the details of the camp; the number of people attending, the departure time, the facilities being used and meal requirements and times. As well the group leader should supply any further documentation required and acknowledge receipt of keys being lent by the manager.

The number of people for whom the camp was booked and their duration of stay will be assumed to be the number of people that are actually staying at Camp Banksia. These figures will be confirmed with the group leader upon arrival and therefore will be the basis on which an invoice is prepared. Generally, no allowances will be made for non-attendance, late arrival, early departure, missed meals (for whatever reason) or the like. In exceptional circumstances management *may* make allowances but only if informed in advance.

The group leader will receive a briefing on safety equipment and the emergency evacuation procedures at the camp and should convey this information to the members of the group. Part of the evacuation plan approved by the Tasmanian Fire Service states that Fire Wardens shall be appointed for each group staying at the camp. As such the Group Leader shall assume the role of Chief Warden and shall appoint a Warden for each cabin group that their camp is occupying (i.e. one each for Swamp Gum, Blackwood, She-Oak, Boobyalla, Willows, and Upstairs Gym). The roles of the Wardens are set out in the “Emergency Procedures Manual” which is contained in this manual.

Dining Room Set Up

The Southern end of the Main Hall will be set up as your dining room for the duration of your stay. It would be appreciated if a few members of your group could help with this task. Camp staff will guide them on the placement of furniture. If your group is supplying and washing their own crockery & cutlery they are to use the washing up stations at either end of the Main Hall. (The sinks in the hall are only for obtaining drinks and for washing glasses and cups.) If the camp is supplying and washing crockery & cutlery your group should return their used plates etc to the left hand end of the serving bar where our staff will collect them and remove any left-over food. After each meal some volunteers from the group will need to wipe the tables and straighten the chairs so as to leave the dining area clean and tidy.

Morning and Afternoon Tea

If we are supplying morning tea, afternoon tea or supper to your group it will be available from the kitchen alcoves in the Main Hall. This will be on a self serve basis and your members are expected to wash up their own cups/glasses and generally keep these areas clean.

Smoke Detectors & Fire Alarm

For the safety of all camp users the entire camp is fitted with a well maintained up to date smoke and fire alarm system that is monitored by the Fire Brigade. If **any** of the smoke detectors are triggered then **all** of the other detectors will sound thus warning all residents of the camp. In this event all guests should follow the Emergency Action Guide displayed in each cabin. All alarms should be treated as a real emergency until given the “all clear” by the Fire Brigade.

False Alarms

If any of the smoke detectors are triggered the Fire Brigade will respond immediately. It is important, therefore, that no-one tampers with or interferes with detectors as there is a substantial call out fee for “false” alarms. The detectors shouldn't be struck or touched and it would also be advisable NOT to use aerosol cans (e.g. hair spray or deodorant) in the cabins.

Fire Hose Reels & Extinguishers

These should ONLY be used for fire fighting purposes. Non emergency discharge of a fire extinguisher by any member of your group will incur a refill fee \$39. It is also a senseless and selfish act which could risk the life of a fellow camper.

Emergency Evacuation

An emergency evacuation plan has been developed and is displayed inside all buildings. All campers should familiarise themselves with its content. As part of this plan an “Emergency Book” is located beside the fire control panel in the manager's office. This book contains a copy of the emergency evacuation plan as well as other useful/important information such as the location of services and the means of isolating them. There is provision in this book for a list of names of your group members. This would be used to call a roll in the event of an evacuation. Please ensure that you have supplied the camp manager with a list of names of your group members and expected visitors together with an indication of any person who has special mobility or hearing needs.

First Aid

Each group hiring Camp Banksia is expected to be responsible for their own first aid and should have made arrangements for providing this as well as having a suitable first aid kit. As an adjunct to this the camp manager holds a current “Workplace level 2 - Senior First Aid” certificate and he has access to a well stocked first aid kit in his office.

Contacting Camp Manager

You are welcome to contact the camp manager at any time if you feel the need to. He will either be in his office or the kitchen or in his unit next to the Swamp Gum cabins. Alternatively he can be contacted on his mobile number (0448 28 6121). Throughout the duration of your camp he will reside on site in his unit and may be contacted at any time during the night should you have any problems.

Gymnasium

If your group has arranged to use the Gymnasium you will be given a key by the manager. Please keep the Gym locked when not being used. It is important that an adult be present at all times whilst children are using the Gym and to take responsibility for their behaviour in there. Users must ensure that they wear the appropriate footwear and that it is clean and not carrying stones or sand onto the court surface. They should also return all equipment & furniture to the place(s) from where they were obtained.

Canoes

Canoes may be borrowed and used on our pond only if a suitably experienced person is available from your group to take full responsibility for their safe use and that person must be present at the pond the entire time that they are being used. P.F.D.'s are to be worn by all people using canoes. The key for the canoe storage gate may be obtainable from the Camp Manager and the canoes must

be locked away when not in use. If short breaks are to be taken between canoe use and it is impractical to put them away then a responsible person is to be present to ensure unauthorised use does not occur. With the Camp Manager's permission the canoes may be borrowed and taken to the beach provided that a suitably experienced person takes full responsibility for their safe use. If taken to the beach the canoes must be washed clean of sand and salt before being put away.

Laundry Facilities

The camp has a laundry with a large washing machine and an electric dryer for use by guests. Please ask the manager for a key to this facility. Guests are welcome to use either of the two washing lines on site.

Vehicles

No vehicles should proceed beyond the car park. If heavy or bulky equipment is required to be unloaded at some place away from the car park the camp manager should be contacted for permission to drive over the grassed areas. Once unloaded all vehicles are to return to the car park.

Fires & Barbecues

No open fires are to be constructed or lit anywhere on the camp grounds without the specific permission of the camp manager. No barbecues (including gas barbecues) are to be lit without the permission of the camp manager.

Cutting of Vegetation etc.

No vegetation is to be cut for whatever reason nor any holes dug without the specific permission of the camp manager.

Wildlife

A number of birds live on the grounds especially in and around our pond. They are not to be disturbed in any way. Please be careful of Plover's nests as they lay their eggs in open ground and are easily trodden on, although the parents will usually give plenty of warning that people are approaching too close. Guests are welcome to ask for bread to feed the ducks. We try to minimise this though so as not to have them reliant on being fed. At least 3 species of frog live in the pond and their distinctive calls may be heard at night. It is important, therefore, that no rubbish or chemicals are allowed to enter the pond. Many other animal tracks in and near the shrubs may be noticed by the observant naturalist. People are encouraged to "look but don't damage".

The Beach

Freer's Beach adjoins the Northern boundary of the camp grounds and is reached by turning left when exiting the main gates in Anderson St. It is only a short 300m walk to the beach. It is reputed to be a "safe" swimming beach but care needs to be exercised when the tide is low as it is very inviting to walk out to nearby islands. One's return to the main beach, however, may quickly and unexpectedly be cut off when the tide comes in so care needs to be exercised. Campers using the beach do so at their sole discretion and responsibility and the camp management accepts no liability for beach use.

Local Shops and Services

The Shearwater shopping centre is located 1.6km West along Pitcairn St. There you will find a post office, chemist, newsagency, supermarket, bakery, cafes, police station, appliance repair shop, video hire, boat sales yard, hotel, clothing store, medical centre, hairdresser and real estate agents

Visitors

Only members of the booked group(s) and our staff are allowed to be on site when a camp is in progress. If you have any people visiting your group please inform the camp manager of their presence and ensure that they are aware of and comply with the rules and conditions that apply to

your group. If you notice any unauthorised people on camp grounds (especially at night) please inform the camp manager as soon as possible. Likewise, if you notice any animals (apart from birds and native animals) on the grounds please also inform the camp manager.

On Departure:

Your group is expected to sweep their cabins and leave them clean and tidy. They should stand their mattresses on their edge, turn off the heater, open all curtains, close and lock all windows and leave the door closed but unlocked. They should also check the top shelves and behind the doors for mislaid property. Please ask them also to pick up all rubbish including inside the shower/toilet block and sweep clean the area outside the cabins.

Thankyou for choosing to bring your group to Camp Banksia.

See you again soon!

Please ensure you attach the following information to this manual:

- a list of names of all members of the group (including visitors) together with an indication of any who have special mobility needs or hearing impairment.
- a completed “Emergency Procedures – Camp Form”
- a copy of the completed “Application for Group Hire” form.