

Weekaway - General Conditions of Hire

Each group must have a competent Group Leader in charge to liaise with Weekaway management and staff. It is the responsibility of the Group Leader to ensure that all campers understand and follow Weekaway rules and procedures. Weekaway recommends a ratio of one leader to ten campers (1:10). The Group Leader is responsible for camper supervision at all times. Weekaway management and activity leaders may instruct, lead, demonstrate or assist in an activity but the Group Leader is deemed to be responsible for overall group supervision, safety and first aid. Weekaway will provide written procedures for the conduct of all specialised outdoor activities to be undertaken by the group.

DAILY DUTIES

Weekaway is to be maintained in a clean condition by the campers. **Catered groups** are to provide duty groups to set and clear tables for each meal. Other daily cleaning duties may be required and will be specified by Weekaway staff. **Self-catered groups** are responsible for cleaning and maintaining all areas in a hygienic manner. A **cleaning levy** will apply if the campsite is left in an unacceptable state.

DRINKING WATER

Rainwater tanks provide drinking water. For health and safety campers are requested to only drink from placarded water taps.

WHAT TO BRING:

Appropriate clothing and shoes. Sleeping bag or blankets, towel, toiletries, personal needs and torch (sheets, pillows & slippers supplied).

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time. Departure time: 2:00 pm, unless by prior arrangement with Management. Weekaway staff need to address the campers as soon as practicable after arrival. School groups will be assembled in the lounge upon arrival. For all other groups, it is the responsibility of the Group Leader to assemble the campers at a mutually convenient time. If group dynamics do not permit this then it is the responsibility of the Group Leader to convey the safety briefing to the campers according to Weekaway Management directions.

EMERGENCY PROCEDURES

(i) **Procedures.** Emergency procedure notices are posted throughout Weekaway and campers should make themselves familiar with the arrangements.

(ii) **Fire Fighting Equipment.** Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These **should not** be tampered with or removed.

(iii) **Fires.** No fire or BBQ may be lit on the property without the consent of Weekaway management. Fire restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

(i) **Damage and loss.** All breakages, damage and losses to Weekaway property or equipment are to be reported to Weekaway staff. **All repairs and replacements will be invoiced to the group.** Weekaway takes no responsibility for the loss or damage to personal property. Campers are only permitted to access the buildings to which they have been allocated.

(ii) Parking. All vehicle parking is strictly at the owner's risk and only in designated car parking areas.

(iii) Speed restrictions. Speed restrictions apply and are strictly enforced.

(iv) The environment. Weekaway is a Land for Wildlife and a sanctuary for flora and fauna. National Park rules apply. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken when approaching native animals at Weekaway. Garbage and recyclable materials are to be placed in designated areas.

(v) Smoke free environment. All buildings and grounds at Weekaway, except the grassed area behind the kitchen, are designated smoke free zones.

(vi) Alcohol. May only be consumed with approval prior to arrival at the campsite. No glass may be brought on to the property - please use cans or casks.

(vii) Out of bounds areas. All paddocks, gates, workshops, sheds, residences, surrounding property and creek are 'out of bounds'. Other areas including work sites, specialised activities (ropes course, flying fox, initiative courses, all dams and the hut building hill) are 'out of bounds' as directed by Weekaway staff. These activities can only be accessed with the prior approval of Weekaway staff and under competent adult supervision.

TELEPHONE

(i) Emergency calls. Weekaway staff are to be informed of any calls for emergency services and will make the business telephone available for such calls.

(ii) Private calls. There is little to no mobile phone coverage at and around the campsite. A phone is available in the Dining Room. Campers can be contacted on: (03) 5429 1708.

FIRST AID

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff. Any emergency medical calls will be made by the Weekaway management, after assessing the situation. A vehicle must be provided by the group for emergency use to take an injured camper to the Doctor/Hospital if required.

PROGRAMS

Programs and activities are only available after discussion and approval from management prior to arrival at Weekaway. The following specialised activities are available at Weekaway: canoeing, mountain biking, low ropes course, initiative course, flying fox, archery, go-go golf, raft building and bushwalking. The canoeing, mountain biking and flying fox are only available with Weekaway staff supervision. It is the responsibility of the camp hirer to provide a member of staff to be adequately trained, by Weekaway management, for the archery, and then to stay with that activity. Camp leaders will be instructed on the other activities to be undertaken. Weekaway reserves the right to withdraw equipment or access to activities should the camper group not provide suitably adequate activity leaders, or be found abusing equipment. When Weekaway staff, including sub-contracted activity providers, demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers. Group Leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity, for those campers awaiting their turn and 1st aid.

No specialised activities are to be undertaken without the prior approval of Weekaway management.

GROUP LEADERS

It is the group leader's responsibility to ensure that:

- Campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp
- Each camper has completed a **health/medical record sheet**
- The campsite's **illness and injury register** is filled out for all such incidents
- The campsite is provided with a written **list of camper names** at the **start** of camp
- All day visiting members of the group are advised of the campsite's safety briefing and 'General Conditions Of Hire'
- Safety issues associated with self led off-site excursions are identified and the necessary precautions taken
- Campers adhere to Sun safety strategies
- Bedwetters, sleepwalkers & camper under 9 should not sleep on top bunks
- Weekaway activity staff are advised prior to camp of camper medical conditions or behaviour that may arise and may place the campers or others at risk.

TERMINATING THE OCCUPANCY

Weekaway reserves the right to terminate the occupancy without notice for breach of the *General Conditions of Hire*. Weekaway staff are empowered to take action as deemed necessary for the proper conduct of the camp.

MINIMUM NUMBERS

A minimum charge exists for the hire of Weekaway. Please refer to the Weekaway 'Booking Form'.

BEHAVIOUR

Care and commonsense should be taken in all buildings. Group Leaders are asked to remind campers to respect each other, others personal property and the environment. Campers are to be supervised at all times. All noise should cease by 11.00 p.m.

Food and drink may only be consumed in the dining room, BBQ area or out of doors. Rubbish is to be placed in bins and not dropped around the property. An Emu parade will be conducted after each camp to collect stray rubbish.

The staff at Weekaway take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements