

Karoonda Park - General Conditions for Hire

It is the responsibility of each group to ensure that campers understand and follow (Karoonda Park) rules and procedures. Each group must have a competent leader in charge to liaise with Karoonda Park staff. Karoonda Park recommends a ratio of one leader to ten campers (1:10). The group leader is responsible for camper supervision at all times.

Karoonda Park staff or their sub-contracted outdoor activity providers 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. Karoonda Park will provide written procedures for the conduct of specialised outdoor activities.

DAILY DUTIES

Karoonda Park 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 Karoonda Park staff. **Self-catered groups** are responsible for cleaning and maintaining all areas in an hygienic manner.

DRINKING WATER

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

WHAT TO BRING:

Sleeping bag or blankets, bed linen, towel, toiletries, personal needs and torch or Linen available by prior arrangement..

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time.

Karoonda Park staff need to address the campers as soon as practicable after arrival. 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 Karoonda Park's staff directions.

EMERGENCY PROCEDURES

(i) **Procedures.** Emergency procedure notices are posted throughout Karoonda Park 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 Karoonda Park staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

(i) **Damage and loss.** All breakages and losses to Karoonda Park property or equipment are to be reported to Karoonda Park staff. They will be invoiced to the group. Karoonda Park 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 parks.

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

(iv) **The environment.** We are proud of our environment and protect, maintain and manage it to ensure its overall health. 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 Karoonda Park animals. Garbage and recyclable materials are to be placed in designated areas.

(v) **Smoke free environment.** All buildings and front of buildings at Karoonda Park are designated smoke free zones.

(vi) **Alcohol.** May not be consumed in student areas.

(vii) **Out of bounds areas.**

All paddocks, gates, workshops, sheds, residences, and surrounding property are 'out of bounds'. Other areas including work sites, specialised activities (ropes courses, flying fox, initiative courses, horse yards, swimming pool and yabby dam) are 'out of bounds' as directed by Karoonda Park staff.

These activities can only be accessed with the prior approval of Karoonda Park staff and under adult supervision.

TELEPHONE

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

(ii) **Private calls.** A telephone is available. Campers can be contacted on 61 (0)3 5155 0220

FIRST AID

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff.

PROGRAMS

Programs and activities are only available with approval prior to arrival at Karoonda Park. The following activities are available at Karoonda Park: low ropes courses; flying fox; initiative and trust activities; rock climbing and abseiling; rafting; orienteering; horse riding; Little River falls and gorge tours; yabbing; and bushwalking. The flying fox, rock climbing; abseiling; horse riding; rafting are only available with Karoonda Park supervision. It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for the other activities undertaken. Karoonda Park reserves the right to withdraw equipment or access to activities should the camper group not provide suitably trained, qualified or experienced activity leaders, or be found abusing equipment. When Karoonda Park 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 Karoonda Park staff.

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**
- 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 6 should not sleep on top bunks
- Karoonda Park activity staff are advised of camper medical conditions or behaviour that may arise and may place the campers or others at risk.

TERMINATING THE OCCUPANCY

Karoonda Park reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Karoonda Park 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 the Karoonda Park. Please refer to the Karoonda Park 'Booking Form and Hire Agreement'.

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. All noise should cease by 11.00 p.m. Food and drink may only be consumed in the dining room, BBQ shelter areas or out of doors.

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