



Camp Kookaburra

Making Lifelong Memories

GENERAL CONDITIONS OF HIRE

Each group is responsible for ensuring that guests understand and follow Camp Kookaburra's rules and procedures. A competent leader must oversee each group to communicate with Qualified Camp Kookaburra staff.

Camp Kookaburra maintains a supervision ratio of one adult per ten campers (1:10). The Group Leader is responsible for camper supervision at all times. While Qualified Camp Kookaburra staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate, or assist with activities, the Group Leader remains responsible for overall group supervision, safety, and First Aid.

Camp Kookaburra will provide written procedures for Low Ropes, Indoor Climbing, Orienteering, Initiatives, and Archery. All other specialised activities will be led by a Qualified Camp Kookaburra staff member, in conjunction with an adult from the hiring group.

Speed restrictions must be strictly followed at all times.

DAILY DUTIES

Guests are responsible for keeping Camp Kookaburra clean.

Catered Groups are expected to assist with general dining room cleanup, including wiping tables and vacuuming floors. Additional daily cleaning duties may be assigned by Qualified Camp Kookaburra staff.

Self-Catered Groups must clean and maintain all areas in a hygienic manner.

DRINKING WATER

There are three types of water at Camp Kookaburra:

Fresh Water (Drinking Water): Available from all taps connected to the dining room and kitchen, as well as the water container outside the door, the spout above the container, and the bubblers. This water is transported in and is safe for drinking.

Rainwater: Used for showers and hand basins in cabins. It is safe to consume.

Dam Water: Used for toilets, which may flush with a slight brown tinge. All outdoor taps around camp are also connected to dam water and are not safe for consumption.

ARRIVAL/DEPARTURE

Guests may not enter the camp before their allocated arrival time and must depart by the designated departure time. Upon arrival, Qualified Camp Kookaburra staff will address the guests as soon as possible. The Group Leader is responsible for assembling the guests at a mutually agreed time. If group dynamics prevent this,





Camp Kookaburra

Making Lifelong Memories

the Group Leader must relay the Safety Briefing to guests as instructed by Qualified Camp Kookaburra staff.

EMERGENCY PROCEDURES

In the event that three blasts of a whistle, followed by a short break, and then three more blasts of a whistle are sounded, all guests must immediately proceed to the designated assembly point at the **tennis court**.

Upon arrival, guests should remain in their groups and await further instructions. Qualified Camp Kookaburra staff, along with the designated Group Leader, will assess the situation and provide necessary guidance.

If the **tennis court** is deemed unsafe or inaccessible, the **secondary assembly point** will be at the **hall**. Qualified Camp Kookaburra staff will communicate this change as necessary.

Compliance with this procedure is essential to ensure the safety and well-being of all individuals on-site.

Fire Fighting Equipment

Fire extinguishers, fire hoses, and smoke detectors are essential safety equipment and are located throughout the camp. These must not be tampered with, disabled, or removed.

No fires or BBQs are to be lit without the consent of Camp Kookaburra management.

Weather

Long Day Camps

Camp Kookaburra management and Group Leaders must monitor weather forecasts and emergency warnings for the location in the days leading up to the Long Day Camp.

Camps: Camp Kookaburra management and Group Leaders must check forecasts and warnings daily, continuously assess weather conditions, and be prepared to cancel if a severe weather warning is issued for the area.

Camp Kookaburra management reserves the right to change, modify, or cancel camps and activities at any time.

First Aid

Camp Kookaburra has a Snake Bite Kit and Defibrillator available for emergencies, stored in the kitchen and accessible at any time.

However, it is the responsibility of the hiring group to provide first aid and necessary first aid equipment for their group members.

It is expected that all hiring groups have a vehicle onsite in case of emergencies.

Accident/Illness

The group coordinator is responsible for maintaining an injury/illness register for their group. A copy of the register can be emailed to info@campkookaburra.com.au.





Camp Kookaburra

Making Lifelong Memories

A Camp Kookaburra 'Accident/Incident' report form is to be completed and handed to Camp Kookaburra management for any injuries or incidents during the stay.

Property

Damage and Loss: Report any damage or loss to Camp Kookaburra property or equipment immediately to management. Costs for damages and losses will be invoiced to the hiring group. Camp Kookaburra is not liable for personal property.

Parking

All vehicle parking is at the owner's risk. When required, Camp Kookaburra management will designate specific parking areas.

Environment

Firearms, animals, and pets are not permitted on the property. Guests must avoid disturbing the natural environment and exercise caution when approaching Camp Kookaburra animals. All garbage must be disposed of in the designated areas.

Smoke-Free Environment

All buildings at Camp Kookaburra are designated as smoke-free zones. A cleaning fee will be charged per room if it is affected by residual smoke.

Alcohol

Alcohol consumption is only allowed with prior approval from Camp Kookaburra management before arrival, and glass bottles are strictly prohibited on the grounds.

Out-of-Bounds Areas

Paddocks, gates, workshops, sheds, private residences, surrounding properties, and dams are all off-limits. Other areas including, worksites, specialised activities are Out of Bounds unless directed by Camp Kookaburra management.

Food and Drink

Food and Drink may only be consumed in Dining Room or designated lawn areas.

Noise

Noise must cease by 11pm.

FACILITIES

Games Room

The Games Room may be accessed with prior arrangement and approval from Camp Kookaburra management.

Hall

The Hall may be accessed with prior arrangement and approval from Camp Kookaburra management.

Pool

It is the responsibility of the Hiring Group to ensure that at least one member holds one of the following qualifications:





Camp Kookaburra

Making Lifelong Memories

- AUSTSWIM Teacher of Swimming and Water Safety Certificate
- Bronze Medallion of the Royal Life Saving Society – Australia (RLSSA)
- Pool Lifeguard Certificate from the Royal Life Saving Society – Australia (RLSS)
- Bronze Medallion from Surf Life Saving Australia (SLSA)
- Surf Rescue Certificate from Surf Life Saving Australia (SLSA)
- Community Surf Lifesaving Certificate from Life Saving Victoria (LSV)
- Recognised Australian White Water Rescue Training

This certification must be presented to Camp Kookaburra Management prior to being granted access to the pool.

No inflatables are to be used in the pool at any time.

PROGRAMS

Programs and activities at Camp Kookaburra are only available with prior approval from management. Camp Kookaburra reserves the right to withdraw equipment or access to activities if guests are found to be abusing the equipment.

When Qualified Camp Kookaburra staff, including sub-contracted activity providers, demonstrate, lead, or instruct an activity, they are responsible for the technical skills and related safety of guests.

Group Leaders are responsible for supervising and managing the behaviour of guests during the activity, while traveling to and from the activity, and for those guests waiting for their turn.

The Group Leader is also responsible for identifying any safety issues associated with self-led off-site excursions and taking the necessary precautions to ensure safety.

It is the responsibility of the hiring group to provide a suitably adequate Group Leader for activities.

If any Camp Kookaburra staff, in their expert opinion, feels concerned for the safety of any guest, Qualified Camp Kookaburra staff reserve the right to assume control of activity delivery, withdraw equipment, or restrict access to activities.

Appropriate charges may be applied in such cases.

ARRIVAL AND DEPARTURE

Guests may not enter the camp before the allocated arrival time and must depart by the designated departure time. This must be arranged at least two weeks prior with Camp Kookaburra management.

Qualified Camp Kookaburra staff must address the guests as soon as practical after arrival. It is the responsibility of the Group Leader to assemble the guests at a mutually agreed time. If the group dynamics prevent this, the Group Leader is





Camp Kookaburra

Making Lifelong Memories

responsible for delivering the Safety Briefing to the guests, following the directions of the Qualified Camp Kookaburra staff.

MINIMUM NUMBERS

If participant numbers fall below the minimums specified in the Booking Form and Hire Agreement, Camp Kookaburra reserves the right to adjust the tariff charged in accordance with the tariff stated in the Booking Form and Hire Agreement.

SAFEGUARDING CHILDREN

Camp Kookaburra is committed to the safeguarding and wellbeing of all children and young people accessing our facilities. We are committed to reducing the risk of harm to children and young people. We support the rights of the child and will strive to deliver a child safe environment always. All our staff have passed and hold a current 'Working with Children Check'.

PRIVACY ACT

Camp Kookaburra gives assurances that any personal information including medical details gathered by us or provided by the Group Leader, will remain confidential and only used for the purpose for which it was collected.

Terminating the occupancy

Camp Kookaburra reserves the right to terminate the occupancy without notice for any breach of the General Conditions for Hire. We appreciate your support for where action is deemed necessary to ensure the proper conduct of the camp.

