

THE A – Z OF ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

- ANIMALS** No domestic pets are allowed.
- ARRIVAL** **The Campsite Ranger must be contacted prior to your arrival to inform him of your group's arrival times to pick up keys. Telephone Number - 5428 6509 Mobile Number – 0473 577 500**
- ACTIVITIES** It is responsibility of the User Group to provide and supervise their own activities and programme as the Campsite does NOT provide programme staff.
- The User Group will also need to provide the necessary equipment for all activities on their programme.
- Please ensure that messy craft activities are NOT conducted on the carpeted areas.
- On Rowallan Scout Site. Permission must be obtained from Camp Ranger before entering Scout property
- Swinging Bridge
 - Chapel
- On the Rowallan Scout Campsite there are outdoor activities available for use of campers. These activities must be booked before arrival on rowallan.org.au
- Orienteering
 - Archery - Girl Guide groups \$30.00 per session
- Non Girl Guide groups \$66.00 per session
 - Initiative course - \$30.00 per session
 - Low Ropes course - \$30.00 per session
- If booking was not made prior to arrival contact Campsite Ranger re availability.
- Note:** The Person in Charge must check on the suitability of activities for their group.
- BARBECUE** **An outdoor BBQ is situated in the Wheeler Wilson BBQ Shelter near Minda Killara.**
- BATHROOMS** Minda Killara
- There are two separate toilet/bathroom areas, included in one is a complete bathroom for the disabled. Total of 5 Showers, 6 Toilets, and 7 Hand Basins. It is most important that foreign material (sanitary items) not be placed in toilets, sanitary disposal units are in both bathrooms.
- We have a septic toilet system, so please only use toilet paper as supplied and clean with the, stored in small containers under bathroom sinks.
- Walter Murphy
- 4 Toilet Cubicles, 2 Shower Units, 4 Hand Basins. It is most important that foreign material (sanitary items) not be placed in toilet pans.
- In cupboard there is one emergency folding bed with blankets and pillow.
- Septic toilet system, so please only use toilet paper as supplied and clean with the multi-purpose detergent supplied by the campsite
- BEDDING** **You need to bring your own sleeping bag, pillow, pillow slip, blankets and linen. We recommend that only over nine (9) year olds sleep in the top bunks.**

THE A – Z OF ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

- BOND** The Bond amount is outlined on the Hire Agreement. A separate Bond payment should be returned two (2) weeks prior to camp. The bond amount is to be taken off your final payment as long as there have been no deductions following inspection by Campsite Ranger which is done before your departure.
- BOOKLETS** **All booklets are sent to hirer's, Please read because they contain important information you need to know about the campsite. A hard copy is kept at campsite for reference.**
- BREAKAGES** The Person in Charge will be responsible to see that all breakages are reported to the Campsite Ranger & Booking Officer prior to returning the Fee Schedule. If any other equipment is found to be in disrepair, please report this to the Campsite Ranger, to facilitate repair or replacement. Please report all breakages to the Booking Officer for repair/replacement cost
- BUSES** **Buses have limited turning space within our property. You must contact our Campsite Ranger prior to arrival.**
- CAMPER REGISTER** This form needs to be completed and handed to the Ranger before departure from the Campsite. Please note the Rowallan Guide Camp has a privacy policy that any personal information including medical details gathered by the campsite or provided by the Person in Charge will remain confidential and only used for the purposes for which it was collected.
- CAMPSITE RANGER** **There is a resident Campsite Ranger.**
Telephone Number - 5428 6509 Mobile Number – 0473 577 500
Email Address - ranger@rowallan.org.au
- CATERING** All Campsites are self-catered. You need to supply your own tea towels, dish-mops garbage bags etc. We provide the detergent, as this is the only suitable detergent for the septic system. We can supply a contact for indoor catering.
- CAMPFIRE** **The Multi-Purpose Outdoor Learning Centre including Campfire Circle has now opened on the Koongoora Ba Campsite. Please follow all fire bans and fire restrictions.**
- CANCELLATIONS** Please note that when cancellations do occur and if the site is not rebooked, all deposits are forfeited unless transferred to another booking date.
- CARS** **At the request of the Regional Country Fire Authority, cars must be parked reverse-in, in the car-parks. Other than unloading, no car may park on or obstruct any roadway. Absolutely NO EXCEPTIONS.**
- CFA** If not engaged in firefighting or family commitments, the Fire Officer is willing to give a talk and demonstration. Contact the CFA at PO Box 10, Riddells Creek Phone 5428 6171. You need to contact prior to coming into camp to arrange this.
- CHAPEL** **The Guide Chapel (for use by both Indoor and Outdoor campers) is part of the Multi-Purpose Outdoor Learning Centre on Koongoora Ba.**
- There is also a Scout Chapel across the swinging bridge (Gate 2 entrance from Kent Road). Please check with the Campsite Ranger before entering Scout property.**

CLEANING

For any cleaning of the camp please use only the green multi-purpose biodegradable detergent that is supplied by the campsite.

No disinfectant, bleach or any other chemicals are to be used as this interferes with the septic system.

Minda Killara

- In the large pump containers in the kitchen is the detergent to wash dishes, clean all surfaces and floors except bathrooms and toilets.
- Smaller containers of this liquid are situated underneath bathroom hand basins on both sides to use for cleaning bathrooms and toilets.

Walter Murphy

- In large pump containers in the kitchen, equipment shed and the toilet/bathroom block.

CLEANING EQUIPMENT

Minda Killara

- **Mops and buckets are located outside in a cupboard opposite the gas storage tank on the South side of Minda Killara (Laundry side).**
- **Brooms and Vacuums are located on either side hall cupboards near bathrooms.**

Walter Murphy

Located in the outdoor bathroom area.

COOKING

Minda Killara

2 x Upright gas stoves consisting of 4 burners and wok burner with combined gas oven and electric griller.

Please see operating instructions on kitchen wall. Do not use abrasive cleaners or scourers on these stoves and clean up spills when they happen with a cloth and hot soapy water.

Walter Murphy - Outdoor Cooking

1 Brick fireplace to accommodate 4 x cooking fires

1 Brick fireplace to accommodate 1 x cooking fire and 1 hot water copper

Pots, pans and cooking utensils are supplied

For inside cooking please refer KITCHEN.

CROCKERY/CUTLERY

Minda Killara

There is enough crockery and cutlery to cater for up to fifty (50) people.

Walter Murphy

Every camper must bring own crockery and cutlery.

DAMAGES

All property damages or items found to be broken or in a state of disrepair need to be reported to the Campsite Ranger to ensure that they can be repaired or isolated e.g. fences, railings, windows.

DAY VISITORS

Any persons participating in activities/events but not sleeping on-site are to pay \$5.00 per Guide per day \$10 per Non-Guide.

DEPOSITS

The Deposit amount is outlined on the Hire Agreement/Booking Form.

The deposit should be returned with the Hire Agreement/Booking Form and the Booking Fee.

DISABLED CAMPERS

Minda Killara

Disabled access via kitchen and laundry door and disabled ramp at main front door only.

There are specific toilet/showering facilities to accommodate both wheelchair and frail/limited ability campers.

Walter Murphy

Limited disability access. Site inspection recommended contact Campsite Ranger

ELECTRICITY

Minda Killara

The switch box is located in the lounge room. If power failure occurs contact the Campsite Ranger.

Walter Murphy

The meter box is located on the outside wall of the kitchen. If power failure occurs contact the Campsite Ranger.

EMERGENCY MANAGEMENT PLAN

There is a campsite Emergency Management Plan.

EXTERNAL SINK

Outside Minda Killara kitchen door, for all messy washing as needed, especially paint brushes

FEES

After your camp you will be sent an invoice to be paid within seven (7) days. Please send the completed Feedback Form, to the Booking Officer.

Payment can be made by bank direct credit transfer

FIREARMS

NO firearms are permitted on the property at any time.

FIRE BANS

Total Fire Ban means NO FIRES or naked flames can be used outdoors.

Walter Murphy

On days of Total Fire Ban, the kitchen must be used for cooking and hot water.

FIRE PRECAUTIONS

Walter Murphy

Check with the Campsite Ranger for special instructions.

At the request of the Region C.F.A. all campers are to be aware that:

- A fire bucket filled with water with Hessian bag must be located at each cooking fire and the copper. Buckets and Hessian bags are provided and stored in the Aerie (Equipment Building)
- An area with a radius of four (4) metres around each cooking fire and the copper must be clear of all loose flammable material.

FIRST AID

Groups are to supply their own First Aid Kit as the Campsite does NOT provide any First Aid supplies. The Campsite does NOT provide First Aid Staff.

Minda Killara

There is a First Aid room, with bed, hand basin, hot and cold running water, power point and cupboard with drop down shelf.

Walter Murphy

There is a folding bed with blankets stored in the toilet block.

THE A – Z OF ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

FLOORS / FOOTWEAR

Slippers or similar non scuff footwear must be worn inside the house at all times. No shoes that leave black marks are permitted on the lino. Luggage must be carried inside the building. If black marks occur, please do not try to get them off yourself inform Booking Officer/ Campsite Ranger.

FOOD WASTE To be put in Green Waste Bin

FURNITURE

Minda Killara

Minda Killara is equipped to sleep fifty (50) people in 23 bunk beds & 4 single beds. We recommend that only nine years and older sleep in the top bunks. There is also provision of dining room seating for fifty (50) people. We provide two craft tables and comfortable lounge chairs in the lounge area. Please do not use eating tables for craft unless you use protective covers.

GARBAGE

The Campsite has Council bins for recycling (Yellow) and hard rubbish (Red), Glass (Purple) and a Green Waste Bin A list of what can be recycled is located in the Minda Killara and Walter Murphy kitchen areas.

GOING OFF SITE

DO NOT use the Scout property without prior permission from the Campsite Ranger. If walking please stay on the main roads and tracks. Please let the Campsite Ranger know the approximate direction you will be taking, the time of leaving and return.

GOOD TURN

To further improve the environment and/or show your appreciation of the campsite, you might like to do a camp “Good Turn.” This may be in the form of weeding, cob-web dusting (inside and out), cleaning windows/ledges etc. There are suggestions of good turns on a blue sign on the notice board in the dining room or contact Booking Officer prior to arriving at camp, for more ideas.

HAZARDS

Access to the following areas are prohibited:

- Gas Tank and enclosure
- Cliff Face at the rear of Minda Killara
- All tank water supply and cliff face behind
- The Safety Guard on the Fireplace must be used when fire is lit.

NOTE: The Campsite is subject to soil erosion caused by both water and wildlife. Be wary of uneven ground when walking on-site and in surrounding areas.

HEATERS – CLEAN AIR WOOD HEATER

Minda Killara

- Please refer to instructions above Clean Air Wood Heater.
- Please refill wood for the next person.
- When leaving please leave ash in the fire the Campsite Ranger will remove it.

Use firewood sparingly as we cannot guarantee endless supplies (or you may choose to bring your own)

HEATERS - IN BEDROOMS

Minda Killara

- Each bedroom has a wall heater. They are all on timers. You are requested not to interfere with the timers, if there is a problem please speak to the Campsite Ranger. Thankyou

INJURY/ILLNESS REGISTER

THE A – Z OF ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

Please record all injuries/illnesses include details of cause of injury and treatment carried out in the Injury/Illness form located in the First Aid Room in Minda Killara or in the Outdoor Equipment Shed.

- INSPECTION** An inspection will be carried out after each camp. It is requested that you leave the property in a clean and tidy manner. If any cleaning or other work is required you will be charged at a rate of \$40.00 per hour.
- KEYS** You need to ring the Campsite Ranger on 5428 6509 or mobile 0473 577 500 before your camp and inform him of the time you will be arriving to collect the keys.
- KITCHEN** Minda Killara
2 x Upright gas stoves consisting of 4 burners and wok burner with combined gas oven and electric griller.
2 x Refrigerators – Do not change refrigerator temperatures
2 x Microwave ovens
2 x Microwave ovens
Pots, pans and cooking utensils are supplied
Walk in Pantry, 2 x sinks, hand basin, hot and cold running water. Also see COOKING.
Walter Murphy
Electric cooktop with 4 hot plates
Refrigerator
Microwave
1 x Electric urn
2 Large Gas Barbecues with gas bottles
Sink with hot and cold running water
Kitchen table
Also see COOKING.
- KITCHEN CURTAINS** When cooking in the Kitchen please push along rod on the side of the curtains so they are out of the way free from cooking splatter. Please remember to close curtains when finished.
- LAUNDRY** Minda Killara
Complete with sink, washing machine, dryer, ironing board and clothes horse.
Remove lint from dryer before using/leaving.
- LOGBOOK** Please record your visit using ONE page of the Log Book (A4 please). Group/Organisation name, date and people attending. (The Visitor's Book is for visitors – campers are recorded in the Log Book only.)
- NOISE** Amplified music is allowed but only inside the house. As per the Environmental Protection (Residential Noise) Regulations 2008. All amplified sound is to be turned off after 10 p.m. Sunday to Thursday and after 11 p.m. on Friday and Saturday.
- PRIVACY POLICY** The Rowallan Girl Guide Camp (Rotary Sheila Cameron Campsite) has a privacy policy that any personal information medical details gathered by the campsite or provided by the Group Leaders will remain confidential and only used for the purposes for which it was collected.
- RISK MANAGEMENT** All groups using the property must have a risk management plan in place.

SECURITY

Minda Killara

We suggest that all exit doors should be locked after dark and checked by the Person in Charge before retiring. Please note that these doors are Emergency Exits and therefore can be opened from the inside but are locked from the outside.

After dark we suggest that the gates are closed but not locked so emergency vehicles can enter and depart without wasting time trying to find a key.

SEPTIC TANKS

Our property works on a septic system for all waste fluids (including showers). USE ONLY THE TOILET PAPER SUPPLIED. Care needs to be taken to ensure that all Campsite Users use the toilet paper provided economically. It is most important that foreign material (sanitary items) not be placed in toilet. Please use bins provided.

SLEEPING QUARTERS

Minda Killara

Two Dormitory Wings:

- (a) First Aid Room Side
- Three rooms comprising of 6 bunks.
 - One room of 1 bunk & 2 single beds.
 - One room 1 bed (first aid room)
- (b) Laundry Side
- Four rooms comprising of 6 bunks.
 - One room of 1 bunk & 1 single bed.
 - Person in Charge room 1 single bed.

There are 23 bunk beds and 4 single beds in total.

Walter Murphy

A number of tents are available for the use of Girl Guide groups please inquire Booking Officer.

Tents should be packed away as you found them unless wet. All damp or wet tents must be hung for drying/airing as per the instructions in the Equipment shed (Aerie).

SMOKING

Strictly NO SMOKING on Girl Guide property.

TELEPHONE:

The key operated telephone is a single shared line between Minda Killara and Walter Murphy, on 5428 6194. If the telephone is already in use when you lift the receiver, replace and try again later.

This number may be given to parents for EMERGENCY USE.

TRADERS (LOCAL)

Supermarket – Foodworks 5428 7914 -- 2 Station St, Riddells Creek VIC 3431

TRANSPORT

It is the responsibility of the Person in Charge to arrange transport. There is no public transport beyond Riddells Creek Township.

When bringing or collecting children parents/carers must be given clear instructions of where to go to drop off and collect their children.

VACUUM CLEANERS

Minda Killara

THE A – Z OF ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

Vacuum cleaners are supplied to assist you with cleaning up and are located in the hall cupboards near the bathrooms.

WATER

A Potable water supply has been installed at this campsite. Drinking water is delivered regularly and stored in the water tanks on site. So all taps on the campsite have water that is drinkable.

Please remember water is precious and use water sparingly.

If electricity supply is lost the water pump will stop and there will be no water. Please refer to potable water supply system information sheets and note that there will be reduced water pressure.