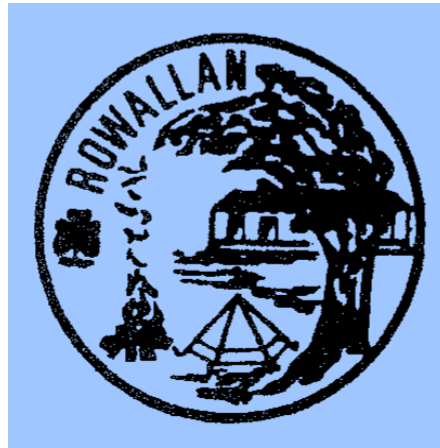


ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

INFORMATION FOR CAMPSITE USERS



MINDA KILLARA.
WALTER MURPHY.
KOONGOORA BA.

This booklet must be read by the Person in Charge of the Camp prior to the commencement of camp and acknowledged with a signature on the Hire Agreement.



We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Rowallan Girl Guide Camp, Riddles Creek is located, and pay our respect to their Elders past, present and emerging.



ROWALLAN GIRL GUIDE CAMP

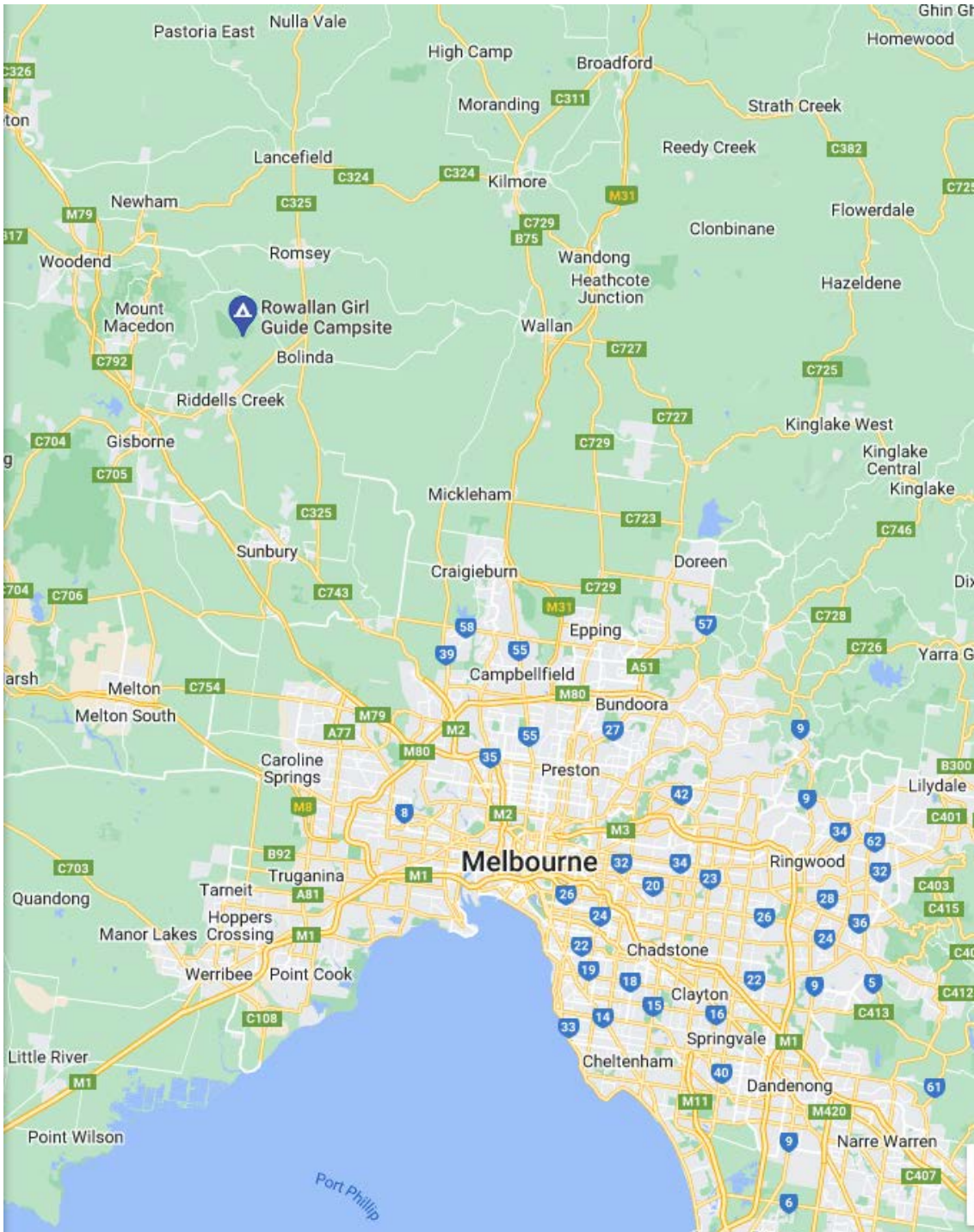
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ROWALLAN GIRL GUIDE CAMP

ROWALLAN GIRL GUIDE CAMPSITE.

20 Kent Road, Riddells Creek, 3431



ROWALLAN GIRL GUIDE CAMP

EMERGENCY TELEPHONE NUMBERS

Rowallan Girl Guide Camp 20 Kent Road, Riddells Creek, 3431. Telephone Number – 5428 6194	Precise Location 20 Kent Road off Mt Charlie Road off Kilmore Road, Riddells Creek, 3431. CFA Grid Reference – 953/566
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CAMPSITE RANGER: 5428 6509 / 0473 577 500

**POLICE
FIRE
AMBULANCE** } **000**

NURSE ON CALL - 24 HOURS GENERAL HEALTH ENQUIRIES	1300 60 60 24
POISONS INFORMATION	13 1126
STATE EMERGENCY SERVICES	13 2500
WILDLIFE VICTORIA EMERGENCY PHONE SERVICE	13 000 94535
COMMITTEE MEMBER Pam Woodhams (not on site)	0402 048 324
RACV Roadside Assist	13 72 28

DOCTOR	Riddells Country Practice 9 Station Street, Riddells Creek.	5428 7591
DOCTOR	Gisborne Medical Centre 16 Brantome Street, Gisborne.	5428 3355
DOCTOR	Sunbury Medical Centre 38-40 Gap Rd. Sunbury.	9744 8999
HOSPITAL	Sunshine Hospital Nearest public hospital with Emergency Department. 176 Furlong Rd St Albans.	8345 1333
DENTIST	Royal Dental Hospital (Not open 24 hours)	9341 1000

Note: There is very limited mobile phone coverage at the Rowallan Guide Campsite.

ROWALLAN GIRL GUIDE CAMP

BEFORE YOU ARRIVE

Getting to Camp

- The Person in Charge is to contact the Campsite Ranger prior to arrival to let them know of the Group's estimated arrival and departure times. Please ring the Campsite Ranger on 5428 6509 or 0473 577 500
- It is the responsibility of the Person in Charge to arrange transport. There is no public transport beyond Riddells Creek Township.

Parents/Guardians bringing or collecting children must be given clear instructions on where to go to drop off and collect their children.

WHAT YOU NEED TO BRING WITH YOU

- Your own sleeping bag, pillow, blankets/doona and linen.
- First Aid Kit to meet the needs of the Campers in your Group.
- Non-marking sole shoes or slippers must be worn inside the house.
- Tea Towels, kitchen cloths, hand towels, garbage bags etc.
- **For Outdoor Camps-** campers will need to bring their own cutlery, plates, bowls, etc.

Note: The Campsite provides biodegradable toilet paper and cleaning liquid for your use. No bleach is to be used as this interferes with the septic system.

Check Fire Restrictions/Warnings

- It is the duty of the Person in Charge to check current fire restrictions and to be guided by them in what they can and can't do at camp. This information is on the CFA website.
- It is the responsibility of the Person in Charge to be aware of the Current Location of the Place of Last Resort as designated by the C.F.A.

Booking Scout Activities

If you would like to use any of the activities that are available on the adjoining Scout camp site booking must be made on their web site. www.rowallan.org.au

- Orienteering
- Archery - Girl Guide \$30.00 per session
- Non Girl Guides \$66.00 per session
- Initiative course- \$30.00 per session
- Low Ropes course- \$30.00 per session

Note: The Person in Charge must check on the suitability of activities for their group.

Risk Management

- All Groups using the property must have a Risk Management Plan in place.
- We recommend that only nine (9) year olds and above be allowed to sleep in the top bunks.

ROWALLAN GIRL GUIDE CAMP

WHEN YOU ARRIVE

Keys

- You must have contacted the Campsite Ranger prior to your arrival to arrange collection of keys. Keys are to be collected from the Campsite Ranger's Office at their Cottage.

Camper Register

- You will be given this form by Campsite Ranger to complete and hand back before departure from the Campsite.

Please note that the Campsite has a privacy policy that any personal information including 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.

Cars & Buses

- At the request of the Regional Country Fire Authority, cars must be parked reverse-in, in the carparks. Other than unloading cars, no car may park on or obstruct any roadway.
- Buses have limited turning space within our property. Please contact our Campsite Ranger prior to your arrival.

Deciding which side of Minda Killara to use.

- To ensure that both sides of the house are used equally and to alleviate sewage problems, we ask that campers who are in the house on the 1st & 3rd weekends use the First Aid Side and campers in on the 2nd & 4th weekends use the Laundry Side of the house. This is if your numbers permit.

WHILST AT CAMP

ROWALLAN GIRL GUIDE CAMP

ACTIVITIES

Indoors

- It is the responsibility of the Group Leaders to provide and supervise their own activities and programme.
- This campsite does NOT provide any specialised activities or programme staff.
- Groups 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. Plastic covers for the tables are located in the cupboards underneath the bench seating on the kitchen side of the fire place. Please use them when doing craft activities.

Outdoors

- **CAMPFIRE CIRCLE & CHAPEL**
Koongoora Ba, the Multi-Purpose Outdoor Learning Centre including Campfire Circle and the Guide Chapel (for use by both Indoor and Outdoor campers).

On Rowallan Scout Site.

Permission must be obtained from Camp Ranger before entering Scout property.

- Swinging Bridge
- Chapel

On the Scout site there are a number of outdoor activities available for use of Rowallan Girl Guide Campsite users.

These should be pre-booked on www.rowallan.org.au.

If booking was not made prior to arrival contact Campsite Ranger re availability.

- 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

Off Site Activities available locally.

- Hanging Rock Reserve (short drive)
- Wineries
- Historic towns of interest within 30kms of camp –Riddells Creek, Mt. Macedon, Gisborne, Romsey, Lancefield, Woodend and Sunbury.
- Horse riding
- Mountain Walks

CFA

If not engaged in firefighting or family commitments, the Fire Officer is often willing to give a talk and demonstration. Contact the CFA at PO Box 10, Riddells Creek, 3431. You need to contact prior to coming into camp to arrange this. Phone No 5428 6000

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. There is a blue list on the notice board in the dining room with more suggestions, or contact the Booking Officer prior to arriving at camp, for more ideas.

ROWALLAN GIRL GUIDE CAMP

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

- The liquid is in the large pump containers in the kitchen, it is the detergent to wash dishes, to clean all surfaces and wash floors except in bathrooms and toilets.
- Smaller containers of this liquid are situated underneath bathroom hand basins to use for cleaning bathrooms and toilets.
- Mops and buckets are located outside in a cupboard opposite the gas storage tank on the Laundry side of Minda Killara.
- Brooms and Vacuum cleaners are located in the hall cupboards near each bathroom.

Walter Murphy

- Large pump containers in Equipment Shed (Aerie), Kitchen & bathroom.
- Brooms are in the corner of the bathroom.

FLOORS - FOOTWEAR

- Slippers or non-marking soled footwear must be worn inside the house at all times. All luggage must be carried inside the building. If black marks occur, please do not try to get them off yourself inform Campsite Ranger.

FIRE SAFETY

- Total Fire Ban means NO FIRES or naked flames can be used outdoors.
- On days of Total Fire Ban, the Walter Murphy kitchen must be used for **all** cooking and hot water.

Walter Murphy and Campfire Circle

- ❖ *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 Equipment Shed (Aerie).*
- *An area with a radius of four (4) metres around each cooking fire and the copper must be clear of all loose flammable material.*

Minda Killara

- The Safety Guard must be used on the fireplace when the fire is lit.

FOOD WASTE & GARBAGE

- The Campsite has Council bins for recycling (Yellow) and hard rubbish (Red) glass (Purple) and a green waste bin.

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.**

ROWALLAN GIRL GUIDE CAMP

HAZARDS

Access to the following areas are prohibited due to OH&S regulations:

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

PLEASE 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 – Minda Killara

In the main living area there is a Clean Air Wood Heater

- Please refer to operating instructions on the wall above Clean Air Wood Heater.
- Use firewood sparingly as we cannot guarantee endless supplies (or you may choose to bring your own).

Bedrooms

- 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

KITCHEN CURTAINS

- When cooking in the Kitchen please use the rod on the side of the curtains to push them open and out of the way, so they are free from cooking splatter. Please remember to close curtains when leaving.

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.

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.
Minda Killara & Walter Murphy
- 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.** It is very important that foreign material (sanitary items) not be placed in toilet pans. Please use bins provided. .

WATER

- Drinking water is brought in by truck and stored in the water tanks on both the indoors and outdoors campsite.

Remember water is precious and use water sparingly.

ROWALLAN GIRL GUIDE CAMP

WHEN YOU ARE LEAVING

Both Campsites.

- Please contact Campsite Ranger and arrange a suitable time for final inspection. The Campsite Ranger will carry out final inspection with you before you leave.
- If there are any alterations to the Camper Register, please let them know prior to leaving the Campsite
- Leave the campsite and all facilities in a clean and tidy condition.
- Make sure that all taps have been turned off and all windows are closed and locked. All doors are to be locked.
- Leave refrigerators turned ON. Remove all your food etc.
- Turn OFF ALL switches in each room (except the refrigerators).
- All equipment is to be returned to its correct location.
- All property damages or items broken need to be reported to the Campsite Ranger to ensure that they can be repaired or replaced.

Minda Killara.

- Double check dormitories and cupboards to be sure that nothing has been left behind.
- Sweep and wash all floors.
- Please DO NOT use the polishing equipment.
- Please fill in Check List and return the completed form to the Campsite Ranger and keys at the time of Final Inspection.
- Please restock the wood supply next to the fire.
- Leave ash in the fire, Campsite Ranger will empty.

Walter Murphy.

- Double check that you have returned all equipment to its correct location.
- Containers bowls, cooking pots buckets etc. need to be stored upside down.
- Sweep out Equipment Shed (Aerie), kitchen & bathroom.
- Check all tent sites for lost/mislaid tent pegs and guy ropes.
- Tents must not be put away wet/damp, they must be hung for drying/airing as per instructions in the Equipment Shed (Aerie). You must return after a few days to pack up tents and put them away, this is to be arranged with Campsite Ranger.

Note: You will be charged at a rate of \$40.00 per hour for any additional cleaning that is required once you have left the campsite.

ROWALLAN GIRL GUIDE CAMP

AFTER YOUR CAMP

After your camp an invoice will be emailed to you. Payment is within seven (7) days from invoice date.

Payment can be made by bank direct credit transfer.

Please email or post your Feedback form to the Booking Officer at time of payment. Your Feedback Sheet must still be emailed or posted to the Booking Officer at the time of payment.

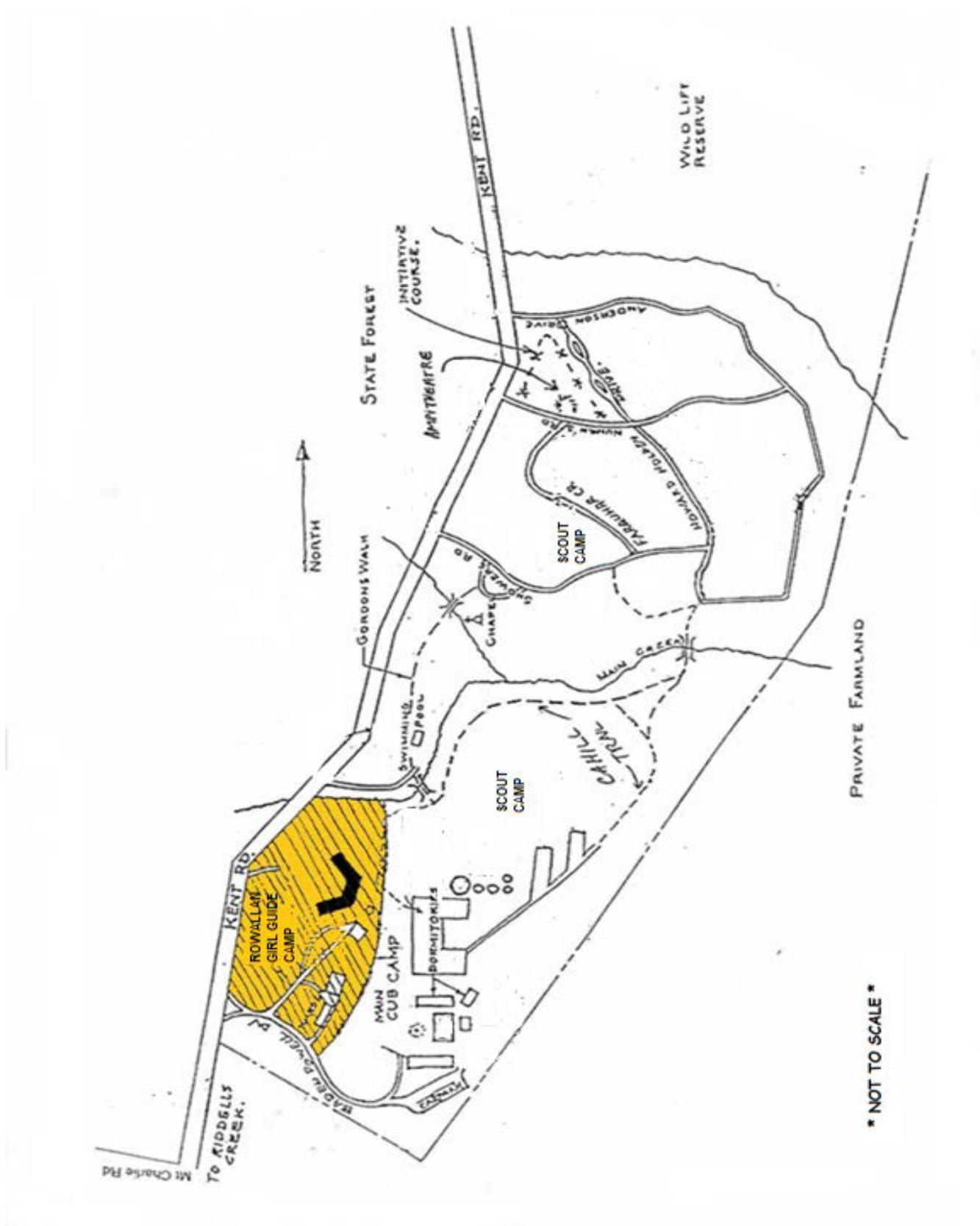
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ROWALLAN GIRL GUIDE CAMP

ROWALLAN CAMPSITE BOUNDARIES

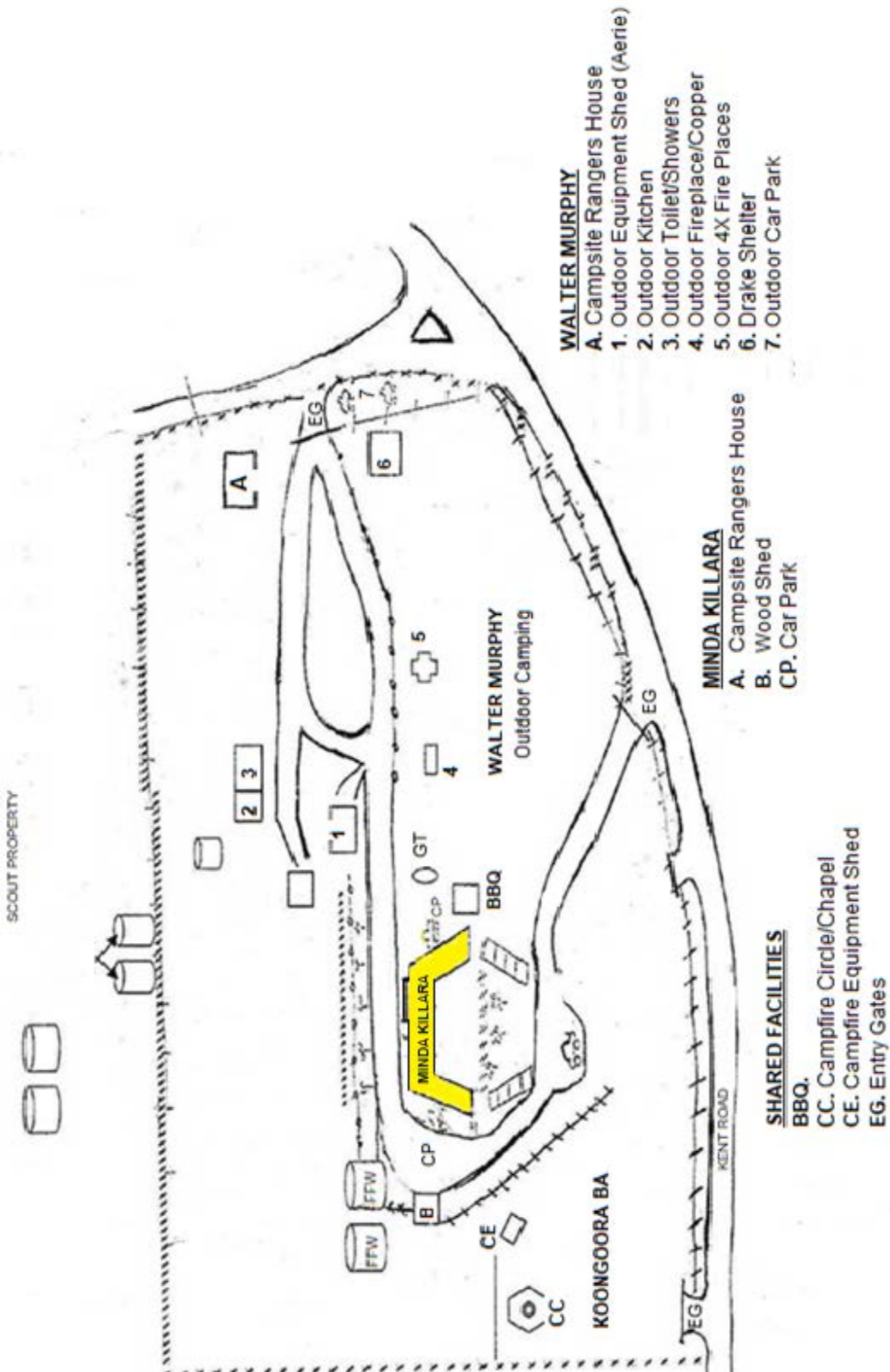
(Also showing Scout Property Boundaries.)



ROWALLAN GIRL GUIDE CAMP

MAP OF ROWALLAN GIRL GUIDE CAMP

Not to Scale



ROWALLAN GIRL GUIDE CAMP

MINDA KILLARA BUILDING LAYOUT

