



Xavier College Buxton Outdoor Education Centre

GUIDELINES FOR USAGE

The following guidelines are intended to allow groups to enjoy their stay at the Xavier College Buxton Outdoor Education Centre and to do so in a manner that ensures the safety of all campers and to preserve and maintain the Buxton Camp environment for future users.

- It is the responsibility of the **CAMP LEADER/PERSON IN CHARGE** to make these Guidelines for Usage known to the other campers in their group, before and during their stay at the camp.

Experience the difference

Xavier College Buxton Outdoor Education Centre is located just over 100 kilometers east of Melbourne, at the foot of Lake Mountain Alpine Reserve and near the picturesque township of Marysville.

Purchased by the old Xaverians' Association in 1971, the then-Rector, Fr Hawkins, was keen for the Xavier College 'city boys' to experience the outdoors.

The Camp has existed primarily for the benefit of Xavier College student programs but is also available for hire to other schools, tertiary institutions, corporates, community groups and families. The centre caters for groups up to 56 people, either on a full- or self-catering basis.

**Buxton Outdoor Education Centre is an Australian Camping Association
accredited campsite.**

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WHEN YOU ARRIVE AT BUXTON CAMP

The Group Leader is to ~

- Notify the Camp Office of their arrival. **If for any reason your arrival time changes, immediately notify the Camp Office.**
- Assemble the group for a briefing by the Camp Manager.
- Provide the Camp Manager with the **User Register** listing the names of all persons staying at the camp site, making note of the days each person will be on site. This form is required to be stored in the group's booking records. The information is required to satisfy the Australian Camps Association Accreditation Program and the local health authority's needs and insurance.

The Camp Manager will give to the Group Leader ~

- **Camp Briefing and Safety Orders** form.
- **General Conditions for Hire.** The group leader is to ensure that the group is made aware of these conditions.
- **Cleaning Checklist.** Please complete the Checklist and leave it on the kitchen bench prior to the group's departure from the camp site.
- **Illness & Injury Register.** In the event of an injury on site, this form is to be completed and handed to the Camp Manager immediately.
- **Client Survey.** To be filled in and left on the kitchen bench prior to the group's departure from the camp site. This is not a Camp requirement however; the feedback will be used to improve the services offered at Buxton Camp.

ASSEMBLY BELL

The switch is located on the wall above the phone in the Camp kitchen. Turn the key for a loud bell sound. This bell is used to alert campers to an assembly, mealtime or for the commencement of particular activities. Its use should be minimized and staff and campers should aim to be responsible for being in designated places and times according to the program or earlier briefings.

ACTIVITIES

AVAILABLE ON SITE ~

- Open grassed playing area/sports ground
- Nature Trail – 1.2 klms
- 90 acres of bush land
- Volleyball Court
- Table Tennis
- Barbeque
- Campfire
- Challenge Low Ropes Course – 13 Elements*
- Group initiative course *
- Archery *
- Rock-climbing wall *
- Canoes *

* Subject to appropriate leadership and availability. Charges may apply.

THINGS TO DO AND SEE IN THE LOCAL AREA

- **Bushwalking –**
 - **Cathedral Ranges** -10 mins
 - **Stevenson’s Falls** -The highest in Victoria and floodlit at night -15 mins,
 - **The Beeches** - 400 year old beech trees - 20 mins
- **Horse riding**
- **Mountain bike riding**
- **Lake Mountain** - Cross country skiing and tobogganing – 35 mins.
- **Drive tours-**
 - **Lady Talbot Drive** – 30 mins
 - **Lake Eildon** – 30 mins
 - **Snobs Creek Trout Hatchery** - 30 mins
- **Rock-climbing –**
 - **Cathedral Ranges** – 10 mins
- **Golf** -10 mins
- **Marysville –**
 - **Restaurants/Cafes/Local Attractions –**
 - Coffee, cake and crafts -15 mins

Times are approximate distances from Xavier College Buxton Outdoor Education Centre.

A visit to **Marysville’s Information Centre** in **Murchinson Street** is advisable to obtain brochures & maps or go online to www.marysvilletourism.com for more information.

CLEANING DUTIES

Campers are required to leave all facilities and grounds in a clean and orderly condition during their stay and before departure. Particular attention needs to be given to the cleaning of the kitchen glasses, crockery, cutlery, pots, pans and benches. The Group Leader will be responsible for supervising that these tasks are completed.

DAILY CAMP DUTIES

On arrival at the camp site the Camp Manager will provide the camp leader with a Cleaning Checklist. This Checklist will need to be completed and left on the Camp kitchen bench prior to the group's departure from the Camp.

It is the responsibility of the camp leader to make sure that the other camp users are familiar with the Cleaning Checklist requirements.

The camp leader will be responsible for the supervision of the cleaning and tidying of the camp site prior to the group's departure.

A cleaning charge will apply if the camp site is not left in a satisfactory condition.

Cabins

- Dormitories should be kept neat and tidy. (Consider shoes off policy under muddy conditions).
- Rubbish should be removed to bins.
- Outside rubbish bins should be securely closed.
- Doors and windows may be left open for airing, if weather permits. Beware of flies and mosquitoes in season.

Toilet/Ablutions Block

- Rubbish collected and placed in bins.

Recreation Hall/Dining Room

This carpeted area has a SHOES OFF policy in place at all times. This is designed to reduce mud and dirt being brought into the room. Doorways should be kept clear of shoes for ease of access and camper safety.

- Tables are to be cleaned and wiped.
- Thoroughly wipe clean all chairs and stack them against the wall.
- The carpet vacuumed after each meal.

Camp Kitchen

- Wash and air dry all glasses, crockery, and cutlery.
- Wipe over all benches and sinks.
- Drain and clean dishwasher every 24 hours.
- Remove rubbish and recyclables to the outside service area.
- Sweep and, if required, mop kitchen floors.
- Dishwasher instructions are located next to the dishwasher.

AT THE CONCLUSION OF THE CAMP

****REFER TO AND COMPLETE THE CLEANING CHECKLIST****

Cabins

- Rubbish should be placed in bins and the bins emptied into the Cleanaway Dump Bin.
- Personal belongings should be removed to vehicles or to the veranda of Recreation Hall.
- Mattresses should be placed upright on their sides to air.
- Cabin floors should be thoroughly swept.
- Doors and windows left open for airing, if weather permits.

Recreation Hall/ Dining Room

- Vacuum entire carpeted area.
- Restock the inside wood box.

Camp Kitchen

- Drain, clean and **TURN OFF** dishwasher.
- Empty fridge of perishable food, remove or dispose of opened foodstuffs (self catered groups only).
- Remove rubbish and recyclables to outside service area.
- Sweep and mop kitchen floors.

GROUND

Pick up any rubbish left lying around the Camp grounds.

CAMP POLICIES

RECYCLING – *REDUCE, RE-USE, RECYCLE* - GUIDELINES

Campsite users are required to undertake recycling practices whilst in residence. Careful consideration should be given to the choice of foodstuffs and packaging prior to arrival at camp to minimize waste.

All glass, plastic and cans are to be placed in the recycle bins, which are located next to the blue Cleanaway Dump Bin. Remaining rubbish should be placed into rubbish bins and the Cleanaway Dump Bin.

WATER CONSERVATION- TAPS/SHOWERS

Please ensure that all shower, sink and garden taps are turned off firmly when not in use. The camp operates on tank water. Please restrict showers to approximately 3 minutes to conserve water.

FLORA AND FAUNA

The campsite environment is home to many plants, trees, insects, birds and animals. All efforts should be made to respect and care for the long term inhabitants of this site. Live tree branches and bushes should not be broken or cut.

FIRST AID

FIRST AID IS THE RESPONSIBILITY OF YOUR GROUP. Please provide your own first aid kit and a suitable (preferably qualified) person in charge of this important role.

ALCOHOL

No alcohol is permitted on school, college or junior camps. Responsible use of alcohol by adults in moderation is acceptable during adult and family camps. The Camp Leader is responsible for removing campers, who abuse this condition, from the site.

DRUGS AND FIREARMS

The possession and use of illegal drugs and firearms at the camp is not permitted.

SMOKING

This is a non-smoking camp. **There is to be NO SMOKING in any building.** Any campers who do smoke should be directed to a safe and isolated position where they must ensure that butts are extinguished and disposed of appropriately in the smoking trays provided around the Recreation Hall.

PETS

Pets are not allowed at the camp site.

MOTORBIKES AND RECREATION VEHICLES

Motorbikes and recreation vehicles are not to be ridden at the camp site. Four wheel driving is also not permitted.

BOUNDARIES AND SUPERVISION

The campsite is defined as all buildings (except the Site Manager's residence, sheds and garages) and all cleared areas around the buildings. No student/child may venture from the campsite without the specific permission of the person in charge of the group. If permission is given then an adult must properly supervise students/children. This includes free time periods, and play sessions on the sports ground.

OUT OF BOUNDS AREAS

The climbing wall, challenge low ropes course, initiative activities, nature trail and bush areas are out of bounds except for times when specific programs are being properly conducted by adults or teachers. Campers should not be in the vicinity of the Manager's residence, sheds, work areas, the Nissan Hut and surrounding sheds.

FREE TIME/NIGHT TIME SUPERVISION

Students/children should be supervised during periods of free time, including the playing of games on the sports ground. The dormitories should not be the venues for unsupervised activities. The Group Leader is responsible for maintaining good behavior by all members of the group, particularly in regard to making unreasonable noise at night, both within and in the vicinity of the camp site.

All ball games are to be played on the sports ground, NOT IN OR AROUND THE CAMP BUILDINGS.

HEATING/COOLING AND LIGHTING

HEATERS -

RADIANT ELECTRIC UNITS - DORMITORIES 1, 2 & 3/RECREATION HALL

Up to four electric radiant heaters have been installed in each dormitory and in the Recreation Hall. Each operates on a single push button timer, located on the right hand side of the unit and provides two hours of heating. Ensure that the nearby power point is switched on. A red light is illuminated when the heater is operational. Ensure that doors and windows are closed when the heaters are operational to minimize heat loss.

SPLIT SYSTEM AIR CONDITIONER

A split system air conditioner is installed in the Staff Quarters building, controlled by a remote control. Operating instructions are located near the air conditioner.

FIRES -

EUREKA WOOD HEATERS – RECREATION HALL & STAFF QUARTERS

Efficient wood heaters have been installed in two locations to ensure the warmth and comfort of Camp users. Instructions are located on the wall next to the wood heater, to guide users in the safe and efficient use of these units.

LIGHT SWITCHES -

INTERNAL – RECREATION HALL

Overhead lights are activated by turning on switches located at each end of the four doors to the room (including the door to the kitchen) If you wish to have all four banks of lights switched on, then you need to go to each of the four switches. **Please conserve energy by switching off lights when not required for significant periods.**

INTERNAL - KITCHEN

Overhead lights are activated by turning on switches located at each of the two doors to the kitchen room, one of which illuminates the dishwashing area.

EXTERNAL – KITCHEN/RECREATION HALL

External veranda lights are activated by turning on switches located at each of the four external doors to the room (including the outside door to the kitchen). For the comfort and safety of camp users, external lights should be illuminated at night. The two external lights activated at the kitchen door should be left on all night- one overhead light on the driveway end of the building illuminates the emergency fire siren. **Please conserve energy by switching off lights when not required for significant periods.**

EXTERNAL – DORMATORIES/GROUNDS SPOTLIGHTS

External veranda lights are activated by turning on switches located inside each of the external doors to dormitories 1, 2 & 3, the Staff Quarters, and toilet/shower block. For the comfort and safety of Camp users, external lights should be illuminated in the evening, with some left on overnight. Outside dormitory 3, this is a white switch near the meter box, and another at the end of the Nissan hut, that when switched on, will illuminate paths and grounds. Sensor lights are installed to illuminate the car parking area and the pathway leading to the toilet block from the Recreation Hall. **These lights should not be left on overnight or for extended periods.**

FACILITIES

DRYING ROOM – (WINTER CAMPS ONLY)

The camp has a drying room for winter clothing, ski gear, outdoor gear etc. It is located on the South side of the toilet/shower block, on the dormitory 1 side of the building. There are four heaters that need to be turned on at the time of use. Plastic over-pants, wet clothing and coats should be placed on hangers and hung from the racks provided. **There is a risk of fire if items are placed too close or on top of heaters.** Items should be at least 30 cms away from heaters. **Do not place clothing or other items on top of wire heater cages.** For best drying results, ski boots should be turned upside down and the door should be kept closed at all times to retain heat in the room.

CAR/BUS ACCESS & PARKING

All cars, buses or vehicles are to be driven only on main camp roads and parked in designated parking areas. Vehicles should be driven at less than 10kms per hour to minimize the risk of an accident and to reduce the amount of dust generated in the Camp area. **Vehicles should not be driven past the Staff Quarter's parking area, on the sports ground, on the recreation area in front of the Recreation Hall or near the dormitories unless authorized by the Camp Manager.**

FIRE PRECAUTIONS

CAMP FIRE

A fire can only be set in the designated campfire area. **No fire is to be lit on the Camp property without the Camp Manager's permission.** Fires can only be lit in accordance with CFA (Country Fire Authority) and area regulations. The designated camp fire site is in front/below the Recreation Hall (the northwest side). **Fires lit in the campfire should be kept to 600mm high and should not be left unattended.**

EMERGENCY SIREN

There is a Break Glass Panel on the west driveway end of the Recreation Hall. In the event of a fire or emergency, this should be activated to commence an evacuation of the buildings. See the Emergency Response section of this guide.

FIRE EXTINGUISHERS

Fire extinguishers are provided for the protection of life and property. Heavy fines will be incurred by anyone tampering with them in order to cover any replacement cost and/or CFA charges.