



**XAVIER COLLEGE BUXTON OUTDOOR  
EDUCATION CENTRE**  
C/- Post Office,  
Buxton. Vic. 3711  
Telephone: 5774 7392 Facsimile: 5774 7562  
Manager: Warren Nelson



#### GENERAL CONDITIONS FOR HIRE

It is the responsibility of each group to ensure that campers understand and follow Xavier College Buxton Outdoor Education Centre (hereinafter referred to as the campsite) rules and procedures. Each group must have a competent leader in charge to liaise with the campsite staff. The campsite recommends a ratio of one leader to ten campers (1:10). The group leader is responsible for camper supervision at all times. The campsite 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. The campsite will provide written procedures for the conduct of specialised outdoor activities.

#### DAILY DUTIES

The campsite 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 and to wash dishes afterwards. Other daily cleaning duties may be required and are specified in the Cleaning Checklist form provided upon arrival at the campsite to the group leader. **Self-catered groups** are responsible for cleaning and maintaining all areas in a hygienic manner. **Please ensure the Cleaning Checklist is completed and left in the campsite's kitchen prior to departure.**

#### DRINKING WATER

Stream fed tanks provide all water for the camp. Use water wisely.

#### WHAT TO BRING:

Sleeping bag or blankets, bed linen including a pillow case, towel, toiletries, personal needs and torch. Pillows are provided.

#### ARRIVAL/DEPARTURE

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

The campsite staff needs to brief 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 the campsite's staff directions.

#### EMERGENCY PROCEDURES

**(i) Procedures.** Emergency procedure notices are posted throughout the campsite and campers should make themselves familiar with the arrangements.

**(ii) Fire Fighting Equipment.** Extinguishers, fire hoses, fire hydrants 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 the campsite Manager. Fire restriction notices and Total Fire Ban Days must be strictly observed.

#### PROPERTY

**(i) Damage and loss.** All breakages and losses to the campsite's property or equipment are to be reported to the campsite staff. These will be invoiced to the group. The campsite 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.** The campsite is a sanctuary for flora and fauna. National Park rules apply. 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 campsite animals. Garbage and recyclable materials are to be placed in designated areas.

**(v) Smoke free environment.** All buildings at the campsite are designated smoke free zones.

**(vi) Alcohol.** May only be consumed after approval from the campsite's Manager, prior to arrival at the campsite.

**(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, rock climbing wall and initiative course) are 'out of bounds' as directed by the campsite's staff. These activities can only be accessed with the prior approval of the campsite Manager and under adult supervision.

**TELEPHONE**

**(i) Emergency calls.** The campsite's Manager is to be informed of any calls to emergency services. The telephone in staff quarters and camp kitchen can be used for this purpose.

**(ii) Private calls. A telephone is available for incoming or emergency calls only.** Campers can be contacted on 03 **5774 7358. Charges will be levied for private calls.**

**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 the campsite. The following specialised activities are available at the campsite: low ropes course; initiative and trust activities; rock climbing and abseiling; and archery. The initiative and rock climbing/abseiling activities are only available with the campsite's supervision. It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for the other activities undertaken. Xavier College Buxton Outdoor Education Centre 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 the campsite 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 the campsite Manager.

**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 and day visitors.**

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

Bed wetters, sleepwalkers & camper under 6 years should not sleep on top bunks

The campsite 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**

Buxton Camp reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. The campsite staff is 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 campsite. Please refer to the Xavier College Buxton Outdoor Education Centre '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 Xavier College Buxton Outdoor Education Centre takes pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements**