

## INTRODUCTION - CATERED NORVAL

Welcome to UC Camping and the Halls Gap Region.

Whether this is your 1<sup>st</sup> camp with us or you are a seasoned camper, this booklet has been put together with the aim of helping you with your camp planning before and during your stay. This step by step planner will help you to organise your camp.

Things may have changed since your last visit to UC Camping and Halls Gap so please take the time to read the information attached.

We welcome any ideas to make this booklet more useful to you. Our staff would appreciate your comments in making this UC CAMPING publication more applicable to your needs.



## PRE CAMP CHECKLIST

<input type="checkbox"/>	Site visit (if required, recommend for first time visitors, by arrangement)
<input type="checkbox"/>	Send out camp information to all group members. <ul style="list-style-type: none"> <li>▪ Date</li> <li>▪ Arrival and departure time</li> <li>▪ Cost</li> <li>▪ Transport arrangements</li> <li>▪ What to bring</li> <li>▪ Parent/guardian medical consent forms</li> </ul>
<input type="checkbox"/>	Check details on <b>Confirmation sheet</b> are correct
<input type="checkbox"/>	Attendance list
<input type="checkbox"/>	Room allocation list
<input type="checkbox"/>	Collect medical forms (if applicable)
<input type="checkbox"/>	Collect consent forms (if applicable)
<input type="checkbox"/>	Arrange First Aid Kits and appoint qualified 1 <sup>st</sup> aid officer
<input type="checkbox"/>	Fill in and return special dietary requirements form a minimum of 2 weeks prior to camp
<input type="checkbox"/>	<b>Make available to UC Camping at least two weeks prior to camp</b> <ul style="list-style-type: none"> <li>▪ Total number of campers (full and part time) divided into adults and children (Infants under 3 free, Children 3-5yrs ½ half price, 6 and above full price)</li> <li>▪ Arrival and departure times</li> <li>▪ Number of rooms required</li> <li>▪ Special dietary requirements</li> <li>▪ Any equipment that may be required (i.e. projector, high chairs)</li> </ul>
<input type="checkbox"/>	<b>Make available to UC Camping staff on arrival</b> <ul style="list-style-type: none"> <li>▪ Attendance list</li> <li>▪ Updates/additions to special dietary requirements</li> <li>▪ Read and understood UC Camping Covid 19 procedures for clients</li> <li>▪ Signed Covid 19 – Safe Guest Agreement</li> </ul>

## WHAT TO BRING

A suggested list of what guests will need for their camp experience:

- Lunch or Dinner [for the first day, (no dinner supplied Friday evenings unless by arrangement)]
- Sleeping bag or sheets and doona (**must have**)
- Single fitted sheet (**must have**)
- Pillow and Pillow case (**must have**)
- Toiletries [toothbrush, soap, toothpaste, deodorant]
- Towel
- Clothing: (come prepared for all weather)
- Drink bottle
- Day pack
- Sunscreen/Insect repellent
- Medication
- Torch

**NOTE:** It is important for campers to carry their personal medications [e.g. asthma pumps, epi-pens] whilst at camp.

**Leaders should also bring:**

- First aid kits
- Mobile phone
- List of all campers
- Duty and room lists
- Sports equipment (for free time)

## CATERED GROUPS

The catered accommodation rate includes breakfast, lunch and dinner, a morning or afternoon tea for each night booked. Friday night groups will be catered from supper onwards unless prior arrangements have been made.

- Special dietary requirements are able to be catered for with prior notice.  
**Please fill in and return the Special Dietary Requirements form in this booklet at least 2 weeks prior to arrival.**
- Birthday cakes can be prepared with prior notice if requested.
- It is important for your group to be on time for meals

### Meal times are:

- Breakfast - 8.00am
- Lunch - between 12.00 – 1.00pm
- Dinner - 6.00pm

**Morning, Afternoon Teas and Supper** are provided and left for distribution at the Group Leader's discretion

**Tea and Coffee** is available at all times to adults and supervised children from the tea room. Fruit is available at all times throughout your stay.

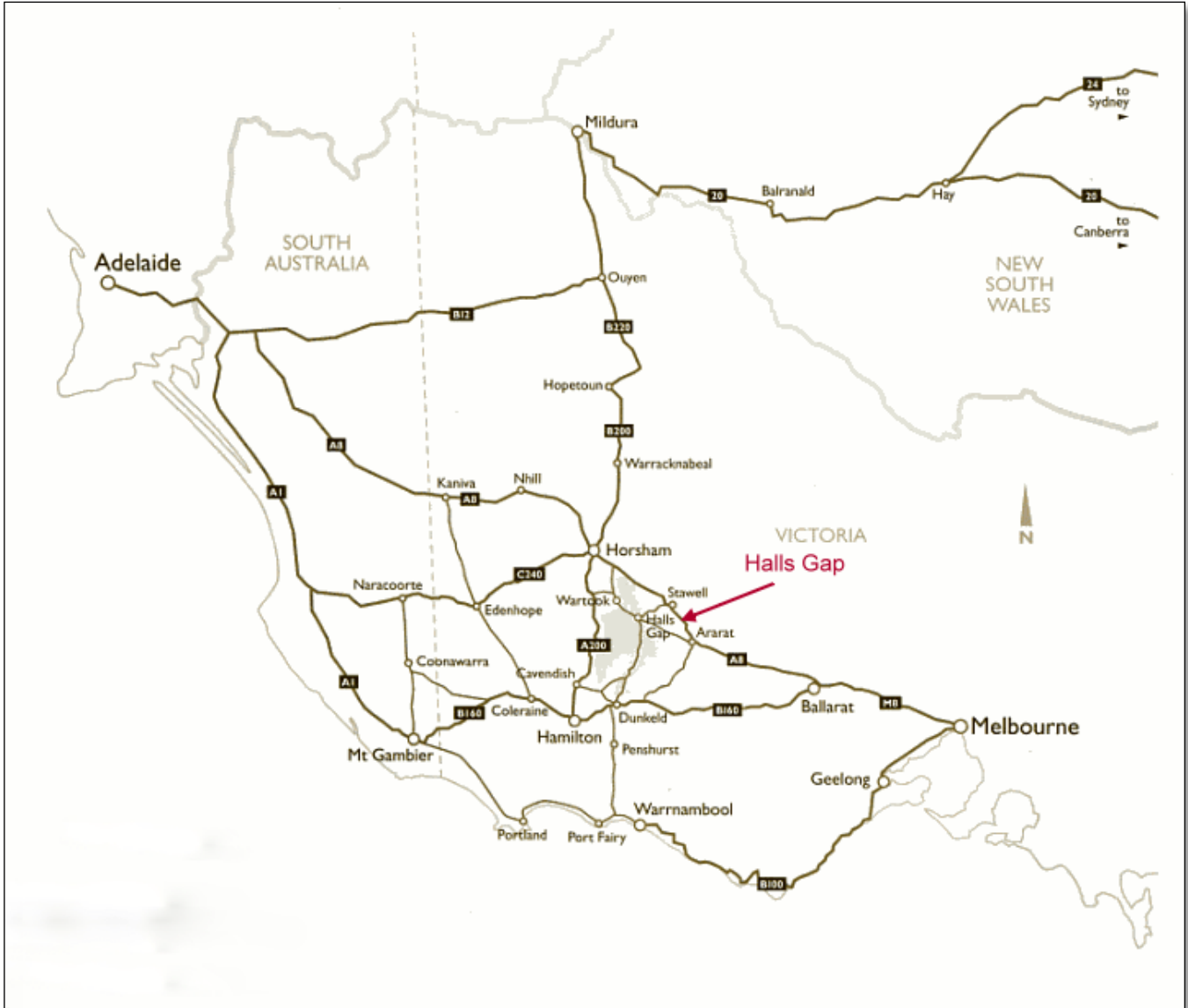
### Duty Groups

Duty groups of approximately 8 - 10 campers are required 30 minutes prior to each meal. They will also be required to stay and help after the meal. Adult supervision for young campers will be required to assist the duty group with their duties.

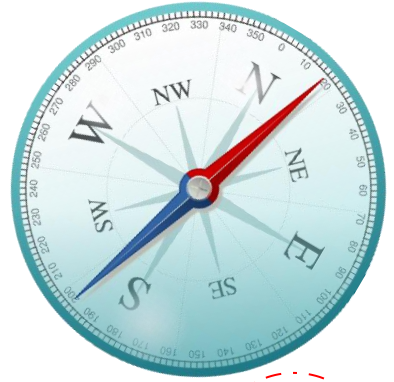
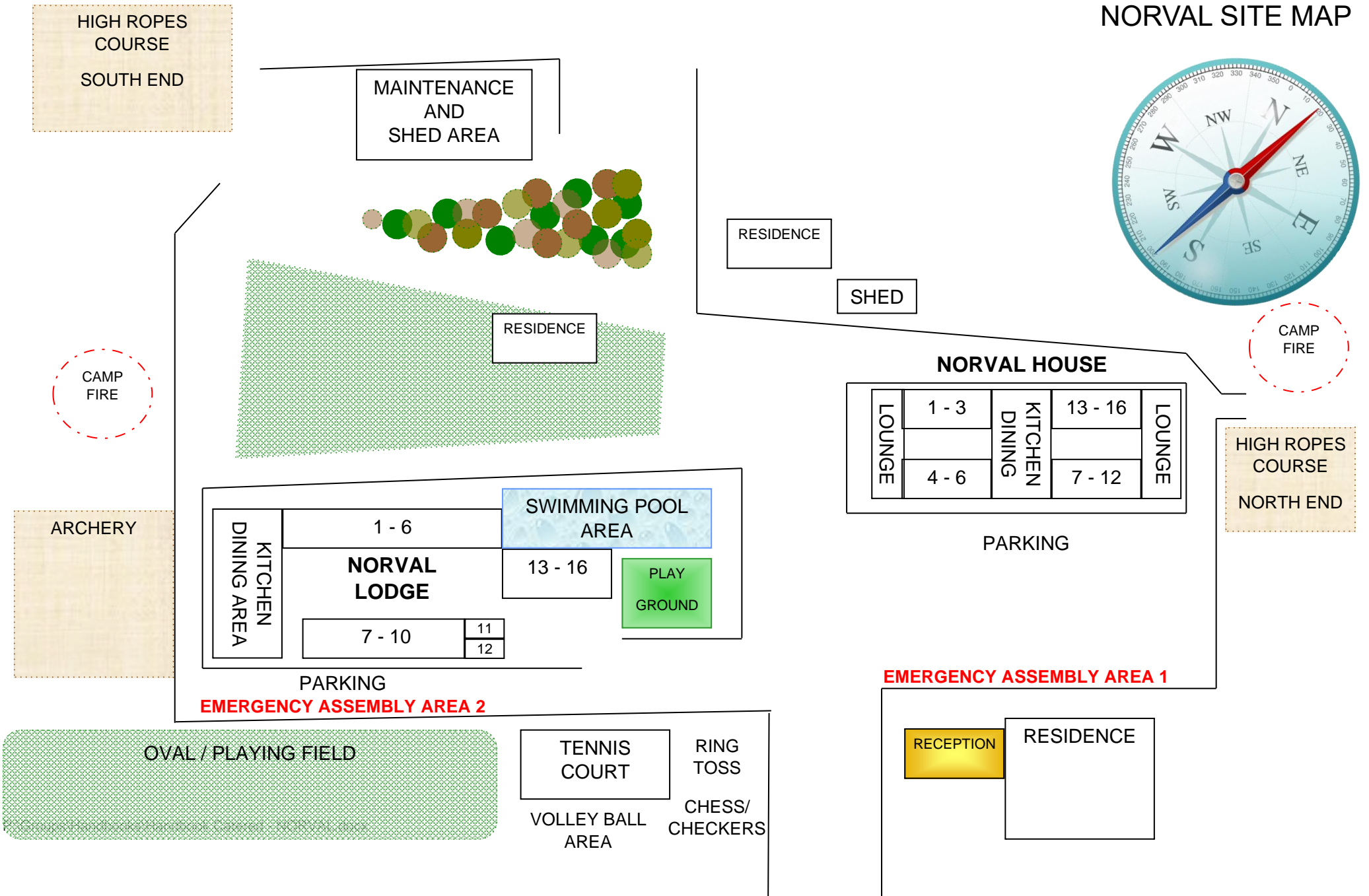
Their responsibilities include:

- Setting the tables before the meal (cutlery, glasses, water)
- Helping to collect anything left behind on the tables after the meal
- Washing, drying and putting away crockery and cutlery
- Cleaning and wiping down the tables.

# LOCATION



# NORVAL SITE MAP



**NORVAL HOUSE**

LOUNGE	1 - 3	KITCHEN DINING	13 - 16	LOUNGE
	4 - 6		7 - 12	

**NORVAL LODGE**

KITCHEN DINING AREA	1 - 6	SWIMMING POOL AREA	13 - 16	PLAY GROUND
	7 - 10			
		11		

**EMERGENCY ASSEMBLY AREA 1**

RECEPTION	RESIDENCE
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**EMERGENCY ASSEMBLY AREA 2**

## UPON ARRIVAL

To ensure a smooth and prompt start to your camp, UC Camping staff will require:

1. An opportunity to address the whole group upon arrival at the camp.
2. Ample time to show camp coordinators (suggest a couple of people) the locations, equipment and safety details associated with particular sites.
3. For emergency reasons, we ask you to provide a list of all the participants staying at the camp. This includes bus drivers, leaders, siblings, guests and anyone else who will be calling in for a period of time to the camp.
4. The camp will be unable to allow group members into their rooms until the designated leader has arrived or prior arrangements have been made with the Site Manager.
5. Camp Coordinators will have the responsibility of advising late arrivals as to the camp safety protocols. Camp Coordinators will be provided with the necessary information to do this.

## FACILITIES

### Shared Facilities

- Large grassed playing fields
- Volleyball court
- Basketball / Tennis Court
- Swimming pool
- Campfire areas
- Children's Playground

### Parking

Parking is available as marked on the site map. Grass areas are not available for car parking.

### Communications

There is no public phone available for guests at UC Camping however mobile reception is available through the Optus and Telstra networks. WIFI is available on site. WIFI details can be provided by the On call staff member upon your arrival.

### Heating and cooling:

Heating is across the site. The dining room is air-conditioned.

### Swimming:

Norval has 1 swimming pool available to all user groups, this will require a booking during covid 19. Supervision of swimmers in your group is the group's responsibility. User groups must ensure that an adult is present and actively supervising swimmers at all times at the pool. Swimming pool hours are 8am – 8pm

Active Pool Supervision by Parents or Guardians supervising their children consists of 4 elements:

1. **Be Prepared:** Be dressed ready to take action, including unexpected entry into the pool.
2. **Be Close:** Parents or Guardians of children under 5 should be in the water within arm's reach of their children at all times, ideally in the water with them.
3. **All of Your Attention:** Focus all of your attention on your child and get into the pool and talk and play with them.
4. **All of the Time:** You should never leave your child alone in the water, nor should they be left in the care of an older child.

**UC Camping Staff have the right to close the pool at any time.**



## ADVENTURE PROGRAMS

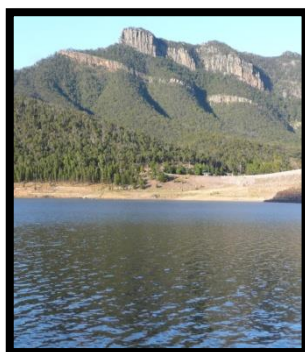
UC Camping can tailor an activity program to complement your group's camping plans. Staying on camp and participating in camp activities can give participants the opportunity to:

- Explore effective communication and listening skills
- Share ideas in a group situation
- Work cooperatively within small groups
- Help and support each other
- Gain an awareness of human impact on the local environment
- Gain further knowledge of local flora and fauna and the local landscape
- Interact with the local environment
- Accept new challenges
- Extend personal boundaries
- Manage or overcome a challenge and / or fear
- Extend one's personal comfort zone
- Develop respect for others freedom of choice

We offer a range of camp activities that include:

- Having a Campfire
- Local Bushwalking
- Archery
- Bush cooking
- Initiative & Team Building Challenges
- Orienteering
- Hut Building
- Canoeing
- Rock-climbing / Abseiling
- Mountain Bike Riding
- High & Low Ropes
- Additional local attractions [See other activities available]

If you require further assistance with planning any group activities, or would like a list of activities that are available at the camp, please contact the UC Camping Program Manager, 03 53564241 or [norvalprograms@uccamping.org.au](mailto:norvalprograms@uccamping.org.au).





## EMERGENCY NUMBERS & CONTACTS

### **NORVAL**

**204 - 232 GRAMPIANS RD, HALLS GAP**

**Duty Phone: 53564241 (whilst on camp)**

**Nearest cross road:**

**Grampians Road and Silver Springs Road**

**GPS Coordinates 37°08`55 S 142°1`27 E**

Group	Phone Number
Police	000 5356 4411 (Halls Gap)
	13 14 44 (Non-emergency)
Fire "CFA"	000
Ambulance	000
State Emergency Service	132 500
Budja Budja Medical Centre 20-22 Grampians Rd Halls Gap	5356 4751 Tuesday – Friday 8.30 – 5.00pm
Medical Centre Stawell 26 Wimmera St, Stawell	5358 1410 8am – 6pm Weekdays 8:30am – 1pm Weekends and Public Holidays
After Hours West Vic Medical Health Advice	1800 641 395 After 6pm everyday
Hospital Sloane St, Stawell	5358 8500
Parks Victoria	5361 4000

## FIRST AID POLICY

This first aid policy has been developed to ensure the health and safety of visitors to UC Camping Halls Gap.

This policy is set out under the following headings;

1. General First Aid Principles;
2. Dealing with Major Emergencies;
3. First Aid and Medical Checklist.

The purpose of this strategy is not to be intrusive and all information will be treated as highly confidential. With the co-operation of those responsible for groups who visit UC Camping we are excited about the prospect of providing an even higher quality of care and hospitality.

### 1. GENERAL FIRST AID PRINCIPALS

#### STAFF TRAINING

We recommend that at least one adult member of your group be first aid trained to at least level two and that you identify this/these person/s to your group as the designated person responsible for First Aid. You should inform UC Camping staff of your designated "First Aider" upon arrival at camp.

UC Camping staff with first aid training will only administer first aid under the following circumstances.

- In an emergency situation;
- If the designated first aider cannot be located;

At all other times campers should refer any first aid requirements to the designated first aider.

#### FIRST AID KITS

Each group must supply their own first aid kit/s. UC Camping first aid kits will be made available in times of emergencies.

#### REFERRAL TO MEDICAL CARE

If a visitor needs either ambulance transport or referral to medical attention, the responsible first aider of the user group must inform UC Camping staff preferably prior to making arrangements, phone calls and departing site.

UC Camping policy states that any person requiring medical assistance will be "referred-on" to the Stawell medical centre or hospital. Transport will be arranged by the user group, i.e. their own vehicle, ambulance or taxi.

To meet Australian Campsite Association accreditation and comply with State Occupational Health and Safety regulations any injured person must be reported to UC Camping and an accident report form must be filled out as soon as possible.

#### MEDICAL REPORT FORMS

The camp coordinator should request medical report forms for each camper, including all adult staff that accompany the group. This request needs to include

- Why you are collecting the information
- Who will have access to this
- How the information will be stored
- Each individual will have access to their information at all times
- Permission for the camp coordinator to release information to UC Camping which may be vital to their wellbeing. E.g. dietary requirements.
- Permission for the coordinator to release information to professional medical staff in the event of an emergency.

## **2. DEALING WITH MAJOR EMERGENCIES**

Management procedures for dealing with a major emergency are detailed in the UC Camping "Emergency Management Plan". A copy of this plan is available on request to the coordinator of each group before the camp. Copies are located on the notice boards in each building. Behind each door of every bedroom there is a summary of what action campers should take in an emergency.

## **3. FIRST AID AND MEDICAL CHECKLIST BEFORE CAMP**

- Identify designated first aider/s
- Distribute and collect completed medical report forms (don't forget adults).
- Identify any problems which require follow up, e.g. further information, asthma plan.
- Notify UC Camping staff two weeks prior to camp of any of the following
  - Any major allergies.
  - Any special diets.

### **UPON ARRIVAL**

- Identify the designated First Aiders to UC Camping staff.
- Supply any important medical details.
- Familiarise yourself with UC Camping "Emergency Management Plan".

### **DURING CAMP**

- Individual medical forms should be carried by group leader to all activities.
- Ensure that medical forms are kept confidential.
- Report all incidents, accidents and medical issues to UC Camping staff.

Fire Danger Rating System UC Camping Response Protocol

FIRE Danger	Fire Behaviour	UC Camping Management Services	UC Camping Staff & Volunteers	Camp Protocols for Guests
<b>Code Red</b>	<ul style="list-style-type: none"> <li>▽ Fires may be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops.</li> <li>▽ Thousands of embers will be blown around.</li> <li>▽ Spot fires will start, move quickly and come from many directions, 20km or more ahead of the fire.</li> </ul>	<ul style="list-style-type: none"> <li>▽ UC Camping Management services will not be available from 9.30 a.m. on this day and will not re-open until the next day.</li> <li>▽ The UC Camping Manager will post a notice indicating the office will be closed and the on-call telephone contact details.</li> <li>▽ The UC Camping Manager will enact their personal fire plan, however will remain available for on-call.</li> <li>▽ The UC Camping Manager will regularly communicate with the UC Camping Principal Officer.</li> </ul>	<ul style="list-style-type: none"> <li>▽ Staff will not attend work in order to enact their personal fire plans and care for family members.</li> <li>▽ Staff are not to bring family members or pets to the work place as part of their personal fire plan.</li> <li>▽ All volunteers will be cancelled.</li> </ul>	<ul style="list-style-type: none"> <li>▽ <b>The camp will be vacated on days designated as 'Code Red'.</b></li> <li>▽ A meeting of all guests will be called for the evening prior, or as soon as practical to a code red announcement, to re-assure guests and clarify arrangements for the coming day.</li> <li>▽ The UC Camping Manager will make direct contact with guests with special needs to assist them in their planning.</li> </ul>
<b>Extreme</b>	<ul style="list-style-type: none"> <li>▽ Fires may be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops.</li> <li>▽ Thousands of embers will be blown around.</li> <li>▽ Spot fires will start, move quickly and come from many directions, 6km or more ahead of the fire.</li> </ul>	<ul style="list-style-type: none"> <li>▽ UC Camping management will operate on this day.</li> <li>▽ Operations will continue as usual pending monitoring and observation.</li> <li>▽ The UC Camping Manager will enact their personal fire plan, however will remain available for on-call.</li> <li>▽ The UC Camping Manager will monitor the weather and fire situation in any way they can: through CFA website, ABC or local radio, TV and newspapers.</li> <li>▽ The UC Camping Manager will endeavour to keep guests informed.</li> <li>▽ The UC Camping Manager will regularly communicate with the UC Camping Principal Officer.</li> </ul>	<ul style="list-style-type: none"> <li>▽ Staff may choose to remain at home in order to enact their fire plans and care for family members.</li> <li>▽ Staff are not to bring family members or pets to the work place.</li> <li>▽ All volunteers will be cancelled.</li> </ul>	<ul style="list-style-type: none"> <li>▽ A meeting of all guests will be called for the evening prior to re-assure guests and clarify arrangements for the coming day.</li> <li>▽ The UC Camping Manager will make direct contact with guests with special needs to assist them in their planning.</li> </ul>
<b>Severe</b>	<ul style="list-style-type: none"> <li>▽ Fires may be uncontrollable and move quickly – flames may be higher than roof tops.</li> <li>▽ Expect embers to be blown around.</li> <li>▽ Spot fires may occur up to 4km ahead of the fire.</li> </ul>	<ul style="list-style-type: none"> <li>▽ All services will operate as usual in accordance with UC Camping Management policies and procedures.</li> <li>▽ The UC Camping Manager will monitor the weather and fire situation in any way they can: through CFA website, ABC or local radio, TV and newspapers.</li> <li>▽ The UC Camping Manager will endeavour to keep guests informed.</li> <li>▽ The UC Camping Manager will regularly communicate with the UC Camping Principal Officer.</li> </ul>	<ul style="list-style-type: none"> <li>▽ Staff will be expected to work on this day.</li> </ul>	<ul style="list-style-type: none"> <li>▽ A guests meeting will be called for the evening prior to re-assure guests and clarify arrangements.</li> <li>▽ The UC Camping Manager will make direct contact with guests with special needs to assist them in their planning.</li> </ul>
<b>Very High</b>	<ul style="list-style-type: none"> <li>▽ Fires may be difficult to control, flames may burn tree tops.</li> <li>▽ Embers may be blown around ahead.</li> <li>▽ Spot fires may occur up to 2km ahead.</li> </ul>	<ul style="list-style-type: none"> <li>▽ All services will operate as usual in accordance with UC Camping Management policies and procedures.</li> <li>▽ The UC Camping Manager will monitor the weather and fire situation in any way they can: through CFA website, ABC or local radio, TV and newspapers.</li> <li>▽ The UC Camping Manager will endeavour to keep guests informed.</li> <li>▽ The UC Camping Manager will regularly communicate with the UC Camping Principal Officer.</li> </ul>	<ul style="list-style-type: none"> <li>▽ Staff will be expected to work on this day.</li> </ul>	<ul style="list-style-type: none"> <li>▽ Normal planning processes will apply.</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>▽ Fires can be controlled.</li> <li>▽ Embers may be blown ahead of the fire.</li> <li>▽ Spot fires can occur close to the main fire.</li> </ul>	<ul style="list-style-type: none"> <li>▽ As above</li> </ul>	<ul style="list-style-type: none"> <li>▽ Staff will be expected to work on this day</li> </ul>	<ul style="list-style-type: none"> <li>▽ Normal planning processes will apply.</li> </ul>

**NOTE:** A full Bushfire Plan can be made available on request.

## OTHER USEFUL INFORMATION

### Attachments:

- Full Emergency Management Plan
- Guest Attendance List
- Bed/cabin allocation form
- Covid 19 Procedures
- Building layout.
- Special diet information
- Special diet form

If for some reason we haven't included an attachment, please let us know.

Please do not hesitate to contact us for further information if required on [norval@uccamping.org.au](mailto:norval@uccamping.org.au) or by telephone 03 53564241 during office hours.

## LOCAL ATTACTIONS AND ACTIVITIES



### GRAMPIANS ADVENTURE MINI GOLF, 481 GRAMPIANS RD, HALLS GAP

Phone: (03) 5356 4664

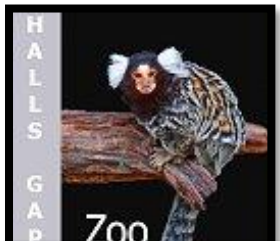
An advanced form of miniature golf offering 18 holes of fun and challenges, Grampians Adventure Golf is fast gaining a reputation as being the best in Australia. It is unique in design and is set amongst 2 acres of beautifully landscaped gardens.



### BRAMBUK NATIONAL PARK AND CULTURAL CENTRE, GRAMPIANS RD, HALLS GAP

Phone: (03) 5361 4000

Brambuk is a great place for educational experiences. Its geological history, a culture thousands of years old and its awesome natural environment encourages hands on involvement with activities such as boomerang throwing, didgeridoo workshop and talk and bush tucker discovery walk.



### HALLS GAP ZOO, ARARAT-HALLS GAP RD, HALLS GAP

Phone: (03) 5356 4668

The Zoo offers a number of animal encounters, please contact the Zoo directly for options which suit you and your group.



### NATIONAL PARKS BUSHWALKS

There are a large number of walks in the area with easy access ranging in difficulty to suit all ages and fitness levels. If you require assistance with choosing an appropriate walk for your group, please contact us



### HEATHERLIE QUARRY, MT ZERO RD, 14KM NORTH OF HALLS GAP

Made of sandstone, the building is one of the region's oldest historic landmarks. This unfinished Parliament House welcomes all those with an interest to learn more about the area's vibrant history. A wide variety of scenic walking tracks are found nearby.



### INDIGENOUS ROCK ART SITES

There are a number of Aboriginal rock art paintings in shelters throughout the park, which show evidence of Aboriginal people's long association with the Grampians. Access can often be difficult, however well worth the effort if your program has Indigenous cultural a focus.