

Mylor Adventure Camp

Campsite Information



Helping young people connect with themselves, others, God and the natural world through outdoor experiences.

'Adventure with Purpose'



Welcome!

We are so pleased to welcome you & your students here to Mylor Adventure Camp and trust you will all have a valuable & fun experience here with us !

This document contains a range of information to assist you as the group leader in managing expectations & your group onsite.

Your dedicated onsite Host will clarify this information with you on arrival, provide additional support throughout your camp and be available to answer questions as required.

On camp completion, we would really appreciate your feedback so please provide your insights and reflections on the feedback form provided. You will also have the opportunity here to request a rebooking so that you don't miss out on preferred dates.

Wishing you THE BEST CAMP EVER!

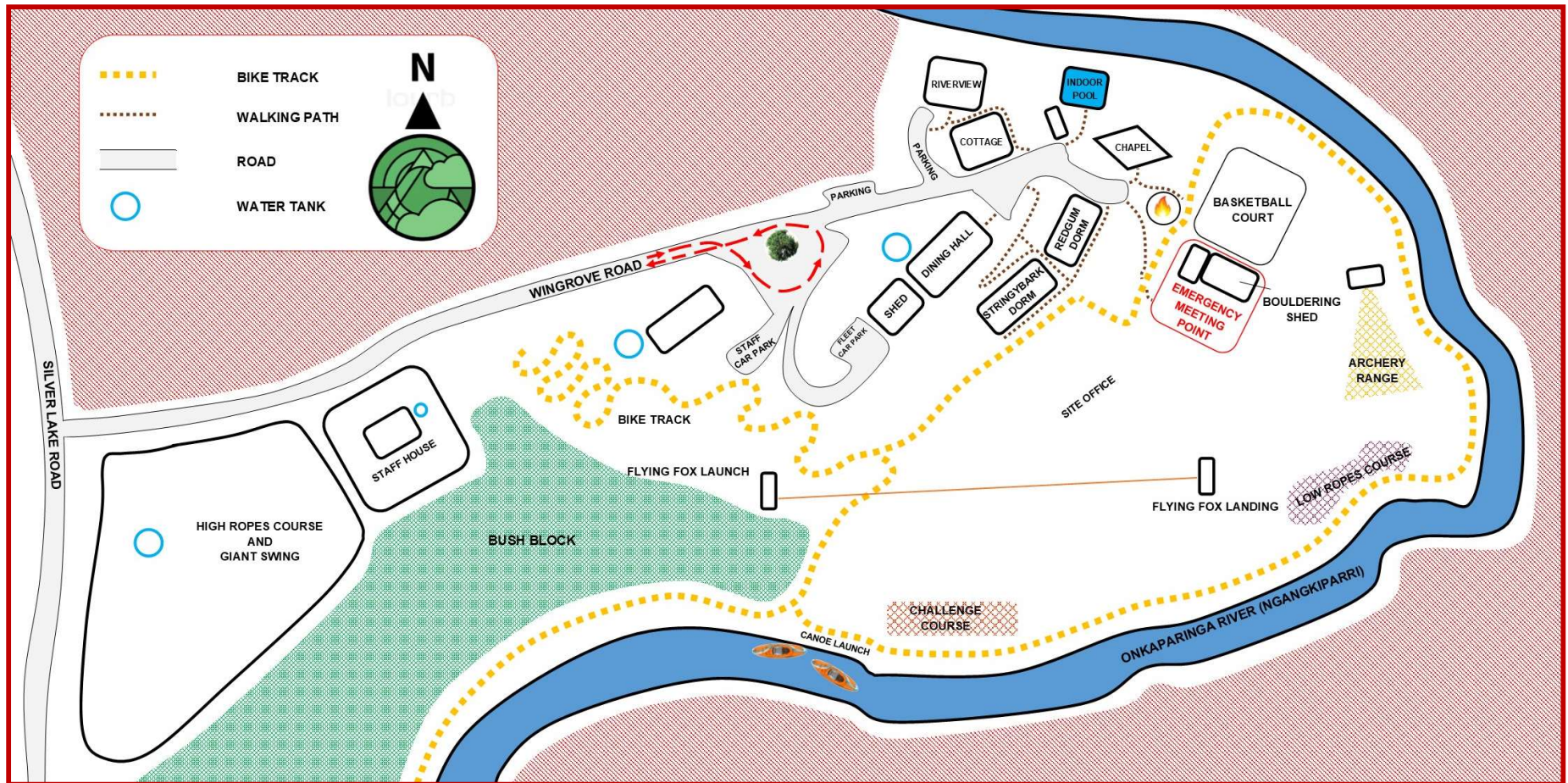


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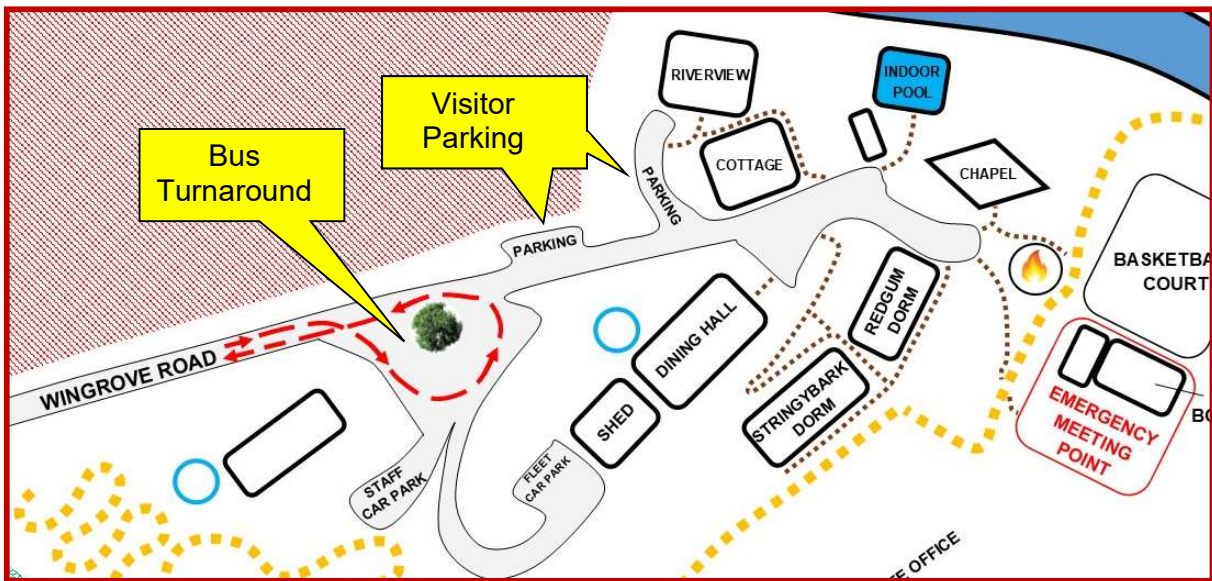
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1. Campsite Map



2. Parking



During the week, please park in the visitor parking on Wingrove Road (10 spaces) or just behind the Cottage (6 spaces).

The Bus Turnaround (compacted rubble) can handle up to 3 coaches at a time. **Please ensure bus drivers are aware to follow directions and enter from the top of the turnaround** and then exit via the flatter bottom area onto the bitumen road. This enables buses to move uphill on a sealed surface rather than exit up a steep dirt incline.

When multiple groups are onsite please be mindful of the parking needs and accommodation locations of other groups.

Non campsite vehicles should not enter the main campsite except for short periods where this may be required for loading or unloading of equipment. Walking pace only.



3. Arrival and Departure

Upon arrival to Mylor Adventure Camp

- The school bus will be met by a Mylor Adventure Camp staff member (Host) & instruction will be provided to the school group leader regarding luggage.
- The school group will then move to a designated area for an induction process lead by the Host.
- The Host will provide the school group leader with a hard copy of this information to be kept with the group.
- The Host will provide & confirm relevant information specific to your booking (eg accommodation allocation, site tour, swimming pool information, audio visual equipment instructions, emergency meeting point etc).
- Following the campsite induction, the Host will require the group leader to sign the *Campsite Induction Acknowledgement*.
- Access to accommodation rooms may not be until 12pm due to cleaning. This will be confirmed by your host on arrival.

Upon departure from Mylor Adventure Camp

- Please vacate all accommodation rooms by 8:00am on last day of camp
- Luggage to be placed outside dorms or other location communicated by your Host whilst final day activities take place
- Please ensure the campsite is left in a tidy condition including paying particular attention to the following:

Prior to breakfast on last day

- All rubbish removed from dorms and placed in outside bins
- Any litter resulting from camp activities is placed in a bin
- Dorms checked for any lost items
- All heaters, lights and fans turned off

After lunch on last day

- Dining Room vacuumed with tables wiped down

A cleaning fee of \$425 is applicable if site is not left in a satisfactory condition



4. Campsite Induction Information

a) Shared site

Mylor Adventure camp is a multigroup facility. Please ensure that you refer to your Site Management Plan stipulating indoor spaces specifically allocated to your group & areas that are not accessible.

Please ensure that all adult members of your school group are easily identified at all times (name badge/lanyard/uniform).

b) WIFI

WIFI is available in the dining Room, Chapel & Riverview buildings

c) Audio Visual Equipment

Audio Visual Equipment in Riverview, Dining Hall or Chapel may be used by groups as a part of their use or hire of particular buildings.

Riverview

Riverview has a SMART TV with the ability to show presentations through a laptop computer and HDMI cable or to watch free to air TV.

After turning the SMART TV on with the remote, select the correct 'Source' depending on what you require the TV for. Select 'HDMI' to link to a laptop, or 'DTV' for free to air channels.

If the TV Channels aren't working, the channels may need to be re-tuned. This is easily achieved by selecting the settings menu.

Chapel

The Chapel is equipped with a large SMART TV Screen that is controlled from an iPad mounted to the wall (there is no remote). The AV System in the Chapel also has integrated sound through two large speakers and a cordless, rechargeable microphone. The inputs for connecting laptops or other devices to the screen are located on the wall near the stage or at the back near the eastern windows. You will simply need to select the appropriate input from the iPad controls. Any Wi-Fi capability will need to be through a dongle or mobile hotspot that you supply.

Dining Hall

The Dining Hall is equipped with 2 screens and projectors with integrated sound that can be used together as one large area or split into separate zones.

1 cordless rechargeable microphone will be made available for your group.



The inputs for connecting laptops or other devices to the projectors are located on the wall adjacent the relevant screen. The port is a standard HDMI connection. If your laptop or other device uses a different input you will need to bring a suitable HDMI adapter (readily available at most appliance and electrical retailers).

If there is another group using an adjacent space in the Dining Hall please be considerate regarding noise levels.

Occasionally the system will freeze. To fix this:

- Press 'System Off', wait 30 seconds and press 'Projector On'.
or
- Turn off the whole system at the power point located in the cabinet on the wall, wait 30 seconds and then turn power point back on.

d) Dining Hall Rules and Equipment Operation

Heating

Heating is via 4x gas heaters mounted on the wall. The remotes to turn the heaters on and off are located on the northern side of the Dining Hall. Simply point the remote at the heater and press the corresponding button (on or off) as required. These heaters are effective and should not be left on overnight.

Cooling

Cooling is via a centrally controlled air conditioning unit. The control for the A/C is located behind the servery. Please ask one of our friendly staff if you require it to be adjusted.

Operable Wall

The operable wall separating dining room 1 & 2 should be operated by site staff ONLY.

Rules

Activities in the Dining Hall should be managed in such a way that damage will not occur to AV Equipment, tables, chairs, floors, ceilings, walls and windows.

- No ball games.
- No painting or messy games without tarps or plastic coverings placed underneath. (damage or stains on carpet will incur a fee).
- Servery is not to be accessed by guests unless instructed by catering staff.
- No smoke machines or aerosol use (may result in setting off alarms and \$500 CFS callout fee will be applicable to guests)
- External doors to be closed (but not locked) overnight.

e) Chapel Rules and Equipment Operation



Heating & Cooling

Heating and cooling is via the refrigerated unit mounted on the wall adjacent the stage. The remote to turn the heaters on and off are located on the southern side of the Chapel, not far from the unit. Simply point the remote at the Air Conditioner and press the corresponding button (on or off) as required and set your desired temperature. The heating and cooling are effective and should not be left on overnight.

Rules

- Activities in the Chapel should be managed in such a way that damage will not occur to AV Equipment, tables, chairs, floors, walls ceilings and windows.
- No rough ball games.
- No painting or messy games without tarps or plastic coverings placed underneath.
- No candles on carpet (placed on a table is acceptable), and no tea candles.
- Doors to be closed (but not locked) overnight.

f) Riverview Rules and Equipment Operation

Heating & Cooling

Heating for the main area is via the fireplace. A supply of wood and firelighters will be adjacent the heater with additional wood stored outside underneath the back verandah. Once the fire is going the fan can be turned on at the powerpoint behind the heater – this will move more warm air into the room. There are also electric heaters in individual rooms at night time if required.

Cooling is provided by the ducted air-conditioning with the control being on the wall as you enter the Riverview building.

Rules

- Activities and conduct to be appropriate for an indoor space with any breakages reported
- Kitchen to be left clean with all dishes washed, ready for next use
- Rubbish to be removed into outside bin in courtyard

g) Taking Care of Mylor (Campsite Rules)

Mylor Adventure Camp is a special place that helps people from all over South Australia connect to themselves, others, God and the natural world through outdoor experiences.

The following rules are in place to ensure that you have a safe camping experience as well as to help look after this special place and our facilities.



1. Please keep noise to a minimum after 10pm at night (we have great neighbours and appreciate you being considerate of them and may also have another group staying onsite).
2. Look, but don't try to touch or feed wildlife. Any food left outside or bins left partially open are likely to be visited by possums or magpies.
3. All litter belongs in a bin.
4. Strictly only toilet paper to flushed down the toilets. Paper hand towel and sanitary items must NEVER be flushed down the toilet.
5. No swimming in the Onkaparinga River unless as a part of an adventure activity facilitated by our staff.
6. Be gentle to one another and to our buildings and equipment. Please report any damage or maintenance issues promptly to your Host.
7. Be comfortable, but please consider the environment and turn lights, heaters and air-conditioning off when not required.
8. No collection of firewood on the campsite. Firewood will be supplied by prior arrangement or bring your own.
9. Park in designated areas only (no parking on concrete area between the main buildings), and please don't drive on grassed areas.
10. Please abide by all other instructions and guidance given by pre-arrival documentation, signs and our staff.

5. Duty of Care

It is a requirement that your school adult group leaders will maintain responsibility for the behaviour and conduct of all students throughout all aspects of the camp.

It is the responsibility of the adult group leader/s from your school to continue to fulfil their Duty of Care to students for the duration of their stay at the campsite.

This includes, but is not limited to supervision, discipline, anticipating risks, provision of first aid and medication, mental well-being, ensuring following of campsite rules and general conduct of group members being respectful of others and the campsite at all times.

We require a minimum of 1 adult group leader with each activity group to ensure supervision of students during facilitated activity.



It is the responsibility of Mylor Adventure Camp to ensure that all reasonably practicable measures have been taken to control risks against possible injuries arising from activities or use of the campsite. This includes Mylor Adventure Camp staff reminding group leaders of their ongoing Duty of Care to their group member.



6. Mylor Staff and Emergency Contact Numbers

Mylor Adventure Campsite staff will be onsite during business hours. Should contact be required after hours please contact **0413 701 085** for emergencies and other queries that may arise.

Emergency Contacts

POLICE, FIRE, AMBULANCE	000
POLICE ATTENDANCE	131 444
POLICE (STIRLING STATION)	8339 2422
FIRE – CFS HEADQUARTERS	8297 9111
FIRE – CFS MYLOR	8388 5200
FLINDERS MEDICAL CENTRE (24.5km)	8204 5511
WOMENS & CHILDRENS HOSPITAL (30km)	8204 7000
MT BARKER HOSPITAL (17.5km)	8393 1777
HILLS MEDICAL SURGERY (ALDGATE)	8339 2644
STIRLING MEDICAL PRACTICE	8339 2677
NATIONAL MEDICAL HOTLINE	1800 022 222
POISONS INFORMATION HOTLINE	131 126

WHEN CALLING EMERGENCY SERVICES QUOTE LOCATION:

**MYLOR ADVENTURE CAMP
32 WINGROVE ROAD, MYLOR SA 5133**

RAPID RESPONSE NUMBER: 955 173

**IF EMERGENCY SERVICES ARE CONTACTED PLEASE
NOTIFY YOUR ONSITE OR AFTER HOURS HOST.**

Please refer to the **Mylor Adventure Camp Bushfire Survival Plan** document for detailed information.



7. Campsite Induction Acknowledgement

I confirm that I have been informed of the following information:

- Check-Out** arrangements and tasks: dorms by 8am for school groups.
- Property Boundaries:** areas that are out of bounds.
- Buildings:** Use, location, unlocked doors & exits, turning lights & heaters off.
- Fire Safety:** Location of Fire Extinguishers (to be used only in emergencies). Details of Fire Alarm and response.
- Emergency Assembly Area:** located in front of the bouldering shed when the fire alarm sounds.
- Pool Use:** Adult qualified supervisors required at all times. No swimming alone. No more than 20 people allowed in the pool at a time. Pool must be locked and cover replaced when not in use.
- PA System:** PA is not to be used before 7.30am or after 9pm.
- Meal Procedures:** Preparation group to report to Kitchen staff 5-10 mins before the meal. Clean- up group needs to wash, wipe and put away dishes, wipe tables and benches over and vacuum floor after all meals.
- Water:** Rain water for drinking is available from the drinking fountain in the Dining Hall and Zip Tap in Riverview. Bore water (safe for showers and brushing teeth) everywhere else.
- First Aid Equipment:** School to bring their own First Aid kit & manage all medical issues.
- Accident & Incident reporting procedures.**
- Site Staff:** availability and how to contact when not on site.
- Moving Mattresses & Furniture:** only with approval from Mylor staff, never to be left outside and must be returned to original location
- Rubbish:** Please use bins provided (general rubbish and recycling).
- Any damage or breakages to be reported to Mylor staff and may incur a cost.

School Group Leader Declaration

I have been informed of and understand the above.

Group Name: _____

Group Leader's Full Name: _____

Signature: _____

Date: _____

Confirmation of attendees on site:

Students _____

Adults _____

NOTE: that school is liable for either the number of attendees that were confirmed in the online booking at pre-arrival or the minimum hire amount noted on the booking form, whichever the greater.