

## 1. CARE OF PROPERTY:

Gundiwindi Lodge is privately owned & operated by Tracey & Danny Alderman. The camp is situated on 22 acres, incorporating bushland, activity areas, recreation hall, cabin and toilet blocks. Inside the main lodge, which was built in 1918, is the conference room, billiard room, leaders lounge and dining room. All facilities are available for guest's enjoyment, with the understanding that it will be looked after and maintained in its present condition.

## 2. ARRIVAL AND DEPARTURE:

[a] A copy of the school/group program, and a complete list of all campers should be handed in on arrival. Camp managers will do an introduction talk to each group upon arrival which shall include camp rules and emergency procedures.

[b] Before leaving Gundiwindi Lodge guests are required to leave all beds, furniture and equipment as they found them. A final inspection should be done by the person in charge to ensure this, and any losses or breakages need to be reported to the camp owners.

[c] Guests are expected to depart by the time stated on their booking form. (Cabins may need to be vacated earlier to allow cleaning staff access.)

## 3. DAILY DUTIES:

Unless otherwise arranged all groups need to arrange 'duty groups' for each meal:

BREAKFAST-	8AM	DUTY GROUP	7.30AM
LUNCH-	12.30PM	DUTY GROUP	12 NOON
DINNER-	6PM	DUTY GROUP	5.30PM

Duty groups of approx. 5 - 10 people (with an adult supervisor) are to report to the dining room at the above times to assist with the setting of tables. After the meal the same duty group need to clear the tables, dry dishes (camp site staff wash) and ensure the dining room is left tidy. Other small duties such as supper, morning and afternoon teas also need to be rostered. The leader's kitchen is always open and available to guests, but must be kept clean and tidy. The urn must be refilled after each use and turned off at night before bed. It is the responsibility of the leader in charge to carry out cabin inspections daily.

## 4. LIGHTS OUT:

Lights out for children should be prior to 10PM. Adult guests are requested to keep noise level to a minimum after this time. To respect the sleep time of others noise should also be kept to a minimum before 7AM.

## 5. OUT OF BOUNDS AREAS:

[a] Owners house, car park, carport and driveway

[b] Main kitchen and storerooms.

[c] Any area under repair

[d] Workshop, sheds, and any equipment such as mowers etc.

[e] Paddock areas and animal yards (unless under adult supervision).

[f] Private property adjoining Gundiwindi Lodge

[g] Any area outside the camp boundaries (unless accompanied by an adult).

## 6. CABINS:

One pillow and pillow slip are provided for each bed and must not be removed from cabins.

(Blankets are stored in the Staff Billiard Room and are available for camper use when required)

Heaters in each room are pre-set and do not need to be touched. Smoke detectors are installed in each room for guest's safety, and must not be tampered with.

## 7. ANIMALS:

Gundiwindi is home to numerous animals and birds, please respect them. Donkey, cow, sheep, alpaca and goat should only be fed or patted when an adult is present. All guests are required to enter paddock areas through the gates ONLY, and ensure that gates are closed securely behind them. Guests are not permitted to bring animals or pets onto the property.

## 8. RECREATIONAL FACILITIES

**TRAMPOLINES** - may be used at the discretion of the leader in charge but must be strictly supervised with the following rules:

- [a] One person at a time.
- [b] Shoes off.
- [c] Only to be used in daylight hours.
- [d] Adult supervision at all times.

**SWIMMING POOL** - Children using the fenced pool area must be supervised by an adult who has training in CPR and Austswim qualifications, and the following must be strictly adhered to:

- [a] No diving or bombing.
- [b] Maximum of 12 people in the pool at one time.
- [c] Enter and exit the pool only by the steps.
- [d] The filtration unit and cleaning equipment should not be touched.
- [e] Ensure the safety gate is closed securely when coming and going.
- [f] Only to be used in daylight hours.

**CONFERENCE ROOM** - This room is only to be used with staff supervision. All equipment is available for use - please ask camp owners to assist in set up please.

**SPORTS EQUIPMENT** - All sports equipment is kept in a cupboard off the dining room. Guests are welcome to use all the equipment but are asked to replace items after each use. If any losses occur, please inform the camp manager.

**RECREATION HALL** - A DVD projector and large screen (mini cinema) is also available for use - only upon request - and camp owners must set up this equipment. This is available for guest's enjoyment with the following rules:-

- [a] Children must be supervised by adults.
- [b] Decorations/signs should be put up with blu-tack only.
- [c] Hall needs to be swept and chairs re-stacked before departure.
- [d] Table tennis equipment must be treated with care at all times.
- [e] CD player is available from camp owners.

**ADVENTURE ACTIVITIES** - Gundiwindi Lodge offers a large range of activities including Flying Fox, Ropes Course, Indoor Archery, Initiative Activities and undercover Damper Cooking Area. These activities are located in the paddock area and are strictly for use only with appropriate adult supervision. Campsite staff will instruct leaders in the safe and responsible use of these activities, and then that leader will be responsible for supervising that activity each time it is being done. Campsite staff will also provide all equipment needed.

## 9. PARKING:

All vehicles should be parked in the designated car park area, up the left-hand driveway, and are parked at the owners risk. No responsibility will be taken for any damage incurred, including tree damage.

## 10. TELEPHONE:

- [a] The telephone in the Leaders lounge room is for guests use (adults only), and an honesty jar is provided. Change is available from the office if needed. This phone is also an intercom between the leaders lounge, office and the manager's house.
- [b] Emergency phone numbers are listed next to the phone in the leaders lounge.
- [c] Incoming calls for guests should be made to **9737 9512**, if possible phone calls will be put through to the leaders lounge, or alternatively messages will be passed on.
- [d] The camp leader is advised to bring a mobile phone to be used in an emergency.

## **11. PERSONAL POSSESSIONS:**

Guests are responsible for the security of personal possessions or equipment, and no responsibility will be taken for any loss or damage incurred.

Note: For safety reasons no rooms have lockable doors.

## **12. FIRE FIGHTING:**

[a] Fire fighting appliances, fittings and equipment located around the campsite are for emergency use only and are not to be removed, covered, tampered with or used for any other purpose.

[b] No fires are to be lit on the property without permission from the camp managers.

[c] Designated fire areas are the only places fires will be allowed.

[d] (d) Smoking is prohibited in ALL Buildings and on site. On prior request, a designated "smoking area" for camp leaders and adults can be arranged.

[e] Refer to our emergency plan for details of fire fighting and emergency procedures.

## **13. EMERGENCIES:**

At least one of the on-site camp owners will be on the property at all times, either in the office, kitchen, camp grounds or resident house. In case of emergency please notify owners as soon as possible. If an emergency occurs at night please wake us immediately

## **14. FIRST AID:**

Groups are responsible for administering their own first aid, and for providing their own equipment. Gundiwindi Lodge does however have a fully stocked first aid kit which can be used in an emergency. In case of an accident please inform the camp managers (both are first aid trained) who will assist if necessary. Guests are also requested to have at least one vehicle on camp which can be used in an emergency.

## **15. HEATERS:**

Open fire places in the main house are NOT operational. Gas heaters are only to be lit by an adult, following the direction displayed. All heaters, air conditioners must be turned off at night, and it is the responsibility of the leader in charge to ensure this is done.

## **16. TERMINATION OF OCCUPANCY:**

[a] The owners of Gundiwindi Lodge reserve the right to terminate occupancy without notice, for any serious breaches of these regulations.

[b] The above regulations notwithstanding campsite owners, or representatives are empowered to take such action as may be deemed necessary for the proper conduct of the camp.

The leaders in charge of each camp are responsible for the behaviour and discipline of their group and are expected to ensure that the above rules are adhered to. Leaders in charge should also have read a copy of our emergency plan and be familiar with the procedures before arriving on camp. These rules are for the safety and convenience of all our guests.

WE HOPE YOU HAVE AN ENJOYABLE STAY AT GUNDIWINDI LODGE  
Owner Operators - Tracey & Daniel Alderman.