

SITE BRIEFING - HARTLEY

Things you need to tell your group:

1. Site staff

You may see property staff who are identified by badge or StayKCC Uniform. They also can be found in the office, which is on the main property. You can call them about any property issues or concerns on their 24/7 on call mobile 0408 825 588 (no texts please as only calls are forwarded to the staff member rostered on). Please notify site staff of any strangers, or people you are not sure about on the property.

2. Sleeping accommodation

Fire extinguishers- for use in emergency only, please don't tamper with them. The number sleeping in each room should be no more than the number of beds provided. Please keep valuables with you. The bedrooms are provided for changing and sleeping. Other activities including rough games are not permitted in or around the bedrooms in the interest of personal safety and to avoid property damage. Smoking is not allowed in any of the buildings, including bedrooms. Drugs and alcohol are not permitted on the property.

3. Out of bounds areas

Out of bounds areas are- the workshop and garage, residences, other accommodation, and buildings not allocated to your group for use, and neighbouring property.

4. Care of the environment

Please pick up your rubbish. Please don't walk through our garden beds. Beware of snakes and spiders. Please avoid wandering through the bush, and leaving shoes, umbrellas etc., on the ground outside bedrooms.

5. Car- parking areas

Car parking in designated areas only. Please follow NO PARKING signs. Do not block the skip bins or access path to the courtyard.

6. Dual occupancy

Your group needs to stay within the Hartley area; people are not to wander through the other accommodation areas. There is an 11pm curfew.

7. Please use the provided hand sanitiser in entry locations to the building

Hand sanitiser dispensers are either mounted to the wall at external entry points into the building or on table at various locations within the building. Please use them regularly as you pass them.

8. Please stay within your allocated area

Please do not visit other rooms or area's which are not part of your group or aren't necessary to visit. i.e., if you have a friend sleeping in another room, plan to meet them outside or a common area, rather than going into their sleeping room/accommodation.

Things you need to know:

1. Phones

An intercom phone is located outside the office (or call 0408 825 588).

Emergency/ intercom phone located near the kitchen on the side of the first aid box.

2. First aid

Your group is responsible for all first aid. A first aid kit is located near the kitchen and marked with a red/ green cross.

3. Out of hours-emergency staff contact

Staff can be contacted out of hours in an emergency by phoning 0408 825 588 or via the internal phone in the kitchen.

4. Incident reports

In the event of injury, accident or illness, an incident report form needs to be completed. These are available in the front of your site host folder.

5. Supervision

A leader must be responsible for supervision of campers on and off-site and at all times. This includes free time when campers are inclined to play rough games in and around the bedrooms. Personal injury and property damage can occur if these times are unsupervised.

6. Notice board

Please read the information on the notice board in the dining room

7. Lighting

Please keep all external lights on during the night.

8. Emergency information

In an emergency, please move into the emergency evacuation area immediately. Emergency information sheets are located on the back of all accommodation doors, on all notice boards, and near all phones.