

An aerial photograph of a campsite at sunset. The camp is situated on a green field with several blue and orange tents. In the background, there is a large body of water reflecting the golden light of the setting sun. The sky is a mix of orange and yellow. The campsite is surrounded by trees and a dirt road. To the right, there are rows of crops, possibly a vineyard.

**LEARN. BELONG. EXPLORE**



# **SHE-OAK RUN@ FINNISS**

**Location Resource Packs – Everything You Need To Know**

# CONTENTS

|                                        |    |
|----------------------------------------|----|
| Location Summary.....                  | 1  |
| Site Plan.....                         | 2  |
| Bed Planner.....                       | 3  |
| Camper Accommodation Registration..... | 4  |
| Cleaning Checklist.....                | 6  |
| Packing List.....                      | 7  |
| Rubbish Bins.....                      | 8  |
| Campsite Risk Assessment.....          | 9  |
| Emergency Management Plan.....         | 12 |
| Emergency Contact Information .....    | 13 |

**Type**

Cabins/Tents

**Sleeps**

80 in Dorms  
15 Teacher  
70 Tents

**Location**

75kms from  
Adelaide



## She-Oak Run @ Finnis

Your group has exclusive use of whole site at She-Oak Run at Finnis which has 10 dorm rooms, separate bathroom facilities, recently refurbished kitchen, dining and activity building, and separate teacher/leader accommodation. The campsite is set in relaxing, peaceful and natural surroundings on the Finnis River that allows safe, easy access for water activities.

### On-Site Facilities

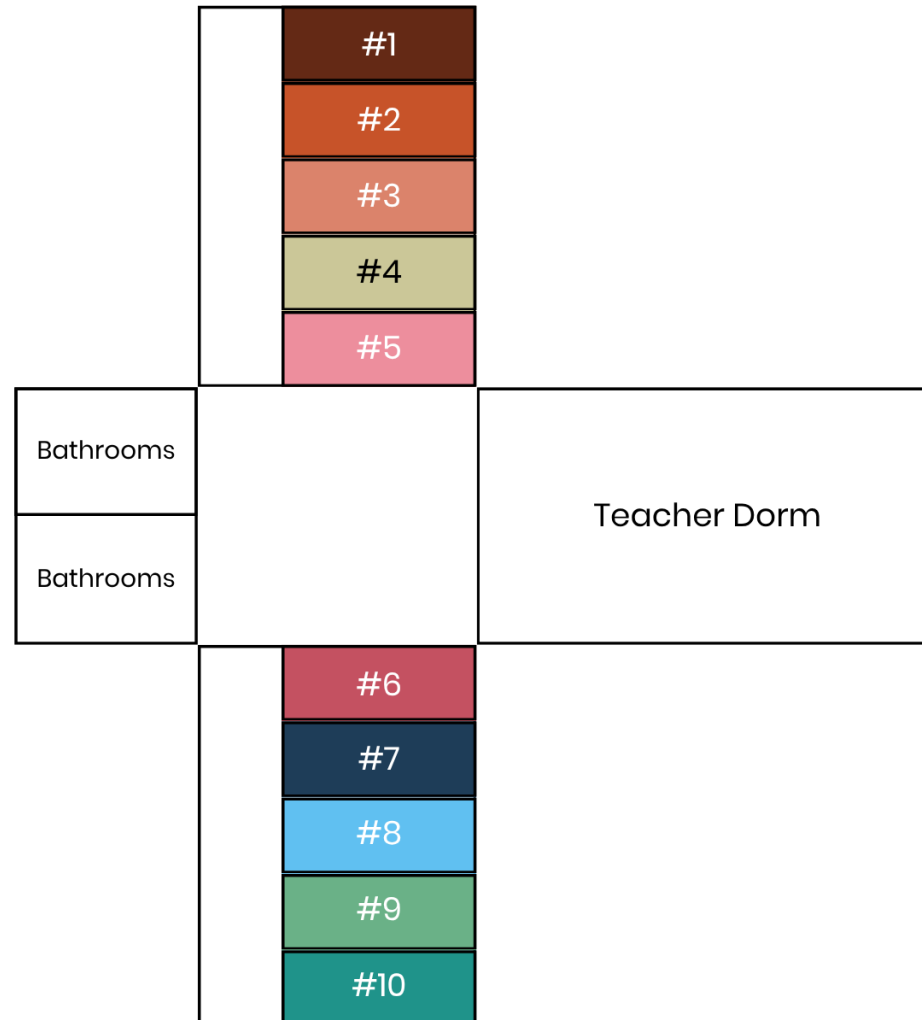
- Kitchen
- Dining
- Bathrooms
- Activity Building
- Indoor Basketball Court

## Site Plan



# Bed Planner

| Area | No. | Name    | Bed Types       | Total Beds |
|------|-----|---------|-----------------|------------|
| C    | #1  | Room 1  | 4x single bunks | 8          |
|      | #2  | Room 2  | 4x single bunks | 8          |
|      | #3  | Room 3  | 4x single bunks | 8          |
|      | #4  | Room 4  | 4x single bunks | 8          |
|      | #5  | Room 5  | 4x single bunks | 8          |
| D    | #6  | Room 6  | 4x single bunks | 8          |
|      | #7  | Room 7  | 4x single bunks | 8          |
|      | #8  | Room 8  | 4x single bunks | 8          |
|      | #9  | Room 9  | 4x single bunks | 8          |
|      | #10 | Room 10 | 4x single bunks | 8          |



# Camper Accommodation Register

ROOM 1

| Bed No. | Type | Camper Name | Nights |
|---------|------|-------------|--------|
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

ROOM 2

| Bed No. | Type | Camper Name | Nights |
|---------|------|-------------|--------|
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

ROOM 3

| Bed No. | Type | Camper Name | Nights |
|---------|------|-------------|--------|
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

ROOM 4

| Bed No. | Type | Camper Name | Nights |
|---------|------|-------------|--------|
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

ROOM 5

| Bed No. | Type | Camper Name | Nights |
|---------|------|-------------|--------|
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

ROOM 6

| Bed No. | Type | Camper Name | Nights |
|---------|------|-------------|--------|
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

| ROOM 7  |      |             |        |
|---------|------|-------------|--------|
| Bed No. | Type | Camper Name | Nights |
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

| ROOM 10 |      |             |        |
|---------|------|-------------|--------|
| Bed No. | Type | Camper Name | Nights |
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

| ROOM 8  |      |             |        |
|---------|------|-------------|--------|
| Bed No. | Type | Camper Name | Nights |
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

| ROOM 9  |      |             |        |
|---------|------|-------------|--------|
| Bed No. | Type | Camper Name | Nights |
| 1       | SB   |             |        |
|         | SB   |             |        |
| 2       | SB   |             |        |
|         | SB   |             |        |
| 3       | SB   |             |        |
|         | SB   |             |        |
| 4       | SB   |             |        |
|         | SB   |             |        |

Please list ALL guests (including staff and day visitors) who are attending your camp and the rooms they will be staying in. This list will be used to ensure all guests are accounted for in an emergency. Please give full names and appropriate night codes for each night of stay per camper.

#### **NIGHT CODES**

Mo = Monday      Th = Thursday

Tu = Tuesday      Fr = Friday

We = Wednesday

# Cleaning Checklist

## Items To Complete

- ☐ Ensure all dorms are clear and luggage stacked in “drop off” area.
- ☐ Clean all table tops.
- ☐ Stack tables onto trolleys.
- ☐ Stack chairs.
- ☐ Collect any carpet squares and store in a pile.
- ☐ Sweep the floor.
- ☐ Check all cups and dishes are cleaned and put away.

# Packing Lists

## What To Pack – Must Haves

Wide brim hat/ sunscreen  
 Drink bottle (labelled)  
 T-shirts & a couple of long-sleeved shirts, be sun smart  
 Comfortable trousers and/or shorts  
 Socks and underwear for each day on camp  
 Warm jacket or jumper – especially if it is a Winter camp  
 Pajamas or tracksuit for sleeping  
 Waterproof jacket  
 Two pairs of enclosed shoes (one pair for land activities, one pair spare)  
 Comfortable shoes for wearing in cabins (eg. Uggies or Crocs)  
 Thongs for wearing in showers  
 Sleeping bag and bottom sheet  
 Pillow  
 Personal toiletries (toothbrush, toothpaste, soap)  
 Bath towel  
 Personal medication (as required)  
 Tea-towel (names in a plastic bag)  
 Insect Repellent (roll on or pump pack, not aerosol)  
 Torch (ideally a head torch)  
 2 x plastic bags for dirty or wet clothes/shoes

## What To Pack – Aquatic

Extra towel for aquatic activities  
 Swimmers and long-sleeved rashie or similar

## What To Pack – Optional

Book  
 Pack of cards or small games e.g. UNO

### IMPORTANT NOTES

- All medications MUST be handed to the assigned teacher, clearly labelled. Medicines must not be packed in bags or suitcase.
- Please clearly label ALL items.
- Food is only to be consumed in designated dining areas. Please do not bring or eat food in cabins, tents, or activity areas.

# Rubbish Bins

**CATERING STAFF – IT IS YOUR RESPONSIBILITY TO EMPTY BINS AS REQUIRED AND AT END OF DAY FROM THE KITCHEN AND DINING AREA ACCORDING TO THE GUIDELINES BELOW.** Please note there is limited bin space, if you follow this plan you will only one wheelie bin of rubbish from a 3-day program from the kitchen.

- 6 recycling bins all are labelled
- **Note – All containers must be rinsed and cleaned before placing in recycling bins**
- Located near staff carpark (behind kitchen)
  - ◊ Milk cartons
  - ◊ Clear plastic
  - ◊ Metal (CLEAN fist-sized bundles of aluminium foil can also go in this bin)
  - ◊ Glass
  - ◊ General plastic (soft plastics can go in if bundled)
  - ◊ 10c refundable
  - ◊ Cardboard and paper

## Compost:

- Two white buckets for all food scraps from preparation and meals
- Each evening white buckets are to be emptied into compost bin along fence (straight line across road from staff carpark walkway)
- Hand/paper towels can be composted!

## General Waste

- Rubbish that goes into general waste (for example):
  - ◊ Foam trays
  - ◊ Dirty wipes (chux wipes)
  - ◊ First aid waste
  - ◊ Dirty plastics (food wrappers etc)
  - ◊ Rubbish bags from small bins around campsite

# Campsite Risk Assessment

| Hazard Identification                                                    | Controls and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Assessment |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Emergency Management                                                     | <ul style="list-style-type: none"> <li>Emergency procedures are reviewed with Lead Teacher and Emergency Information is in site folder.</li> <li>Emergency procedures are explained to all participants during the introduction talk.</li> <li>The Emergency Assembly Areas are identified with signages and are identified with participants during site walk on day one of camp.</li> <li>In the event of an emergency the group is checked against participant list at emergency assembly area.</li> </ul> | Low        |
| Injury caused by encounter with wildlife such as snake, bee or ant sting | <ul style="list-style-type: none"> <li>Groups are to be briefed that snakes have occasionally been seen around the site and at the river area during warm weather and what to do should they encounter one.</li> <li>Medical attention is available within 30 minutes.</li> <li>Participants with severe allergies to bites/stings are clearly identified by the school and appropriate medication/action plan is in place and readily available.</li> </ul>                                                  | Medium     |
| Slips, trips and falls                                                   | <ul style="list-style-type: none"> <li>Grounds and buildings are adequately maintained to reduce potential hazards.</li> <li>There is adequate external lighting at night to walk between buildings.</li> <li>Spills &amp; breakages will be cleaned up and wiped or mopped up immediately.</li> <li>Identify and remove any hazards/risks as soon as possible in consultation with Active Education Staff and Campsite Staff.</li> </ul>                                                                     | Low        |
| Participants injured by vehicles on the campsite                         | <ul style="list-style-type: none"> <li>All vehicles must be parked in designated areas which is behind the main building.</li> <li>Vehicles must be driven at walking pace on the roads around the campsite.</li> <li>Students are instructed to walk on the side of the road when moving vehicles are present.</li> </ul>                                                                                                                                                                                    | Low        |
| Injury during non-programmed time                                        | <ul style="list-style-type: none"> <li>Active Education staff and School Staff provide students with clear details of areas for supervised free time upon arrival on Day 1 of camp.</li> <li>School Staff must always provide supervision during non-programmed time.</li> <li>The Oval and Recreation Shed is maintained and inspected and maintained regularly by campsite.</li> </ul>                                                                                                                      | Low        |

## Campsite Risk Assessment cont...

| Hazard Identification                                                                              | Controls and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Assessment |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Injury in dorms such as falling from top bunks                                                     | <ul style="list-style-type: none"> <li>• Bunks built to comply with Australian design standards (4220-2010).</li> <li>• Children under six years must not use top bunks. Parents give written consent for 6-8 year-old children to sleep on top bunks.</li> <li>• Expectations for behaviour in dorms are explicitly outlined on Day 1 of camp. Students are not permitted to use dorms as a play space in free time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | Low        |
| Issues overnight such as an emergency situation, water or electricity supply, intruder on site etc | <ul style="list-style-type: none"> <li>• Group Leader is shown emergency procedures by Active Education camp coordinator on Day One.</li> <li>• Emergency numbers and information are found in the site folder</li> <li>• Group Leader to contact Campsite Manager in the event of site issues with water, electricity, sewage etc.</li> <li>• School Staff oversee evening activities and supervision.</li> <li>• Catering staff will demonstrate to School Staff the safe procedures for providing supper.</li> <li>• Campfire instructions provided including how to use fire hose.</li> <li>• First aid and medication is the primary responsibility of the Group Leader on camp.</li> <li>• School groups must have a vehicle available for emergency use.</li> </ul>                                                              | Low        |
| Campfire injuries directly or indirectly (food, sticks, camping utensils)                          | <ul style="list-style-type: none"> <li>• Campfires can only occur in designated campfire pits.</li> <li>• Active Education and School Staff brief students on rules and behaviour during campfire activity.</li> <li>• Active Education and School Staff closely monitor student behaviour and safety around campfire.</li> <li>• Active Education and School Staff are shown how to use fire extinguishing equipment provided by the campsite adjacent to the campfire area.</li> <li>• An Active Education Staff or School Staff Member must always be in attendance to monitor the fire.</li> <li>• Active Education Staff and School Staff are shown how to use fire extinguishing equipment provided by the campsite adjacent to the campfire area, and the fire must be fully extinguished at the end of the activity.</li> </ul> | Low        |

## Campsite Risk Assessment cont...

| Hazard Identification                                                                                                                              | Controls and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Assessment |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Injuries caused by <ul style="list-style-type: none"> <li>• tables</li> <li>• chairs</li> <li>• hot water urn</li> </ul> in Dining & Activity Hall | <ul style="list-style-type: none"> <li>• Lifting of tables should be done by 2 people per table and make staff/students aware of pinch points when opening legs, and adult supervision is needed when putting tables away on trolley due to risk of tables falling.</li> <li>• Chairs are to be stacked no higher than 5 otherwise they can fall over. Stacked chairs are to be moved using a sack trolley where possible with two people.</li> <li>• Hot water units e.g. urns are to be placed in low use areas away from the table edges and out of reach from students to prevent burns.</li> </ul> | Low        |

For the full Risk Assessment please contact Active Education at [bookings@activeed.com.au](mailto:bookings@activeed.com.au)

# Emergency Management Plan

1. Provide immediate first aid assistance or care prescribed by an individual health support plan and/or isolate any person with an infectious disease.
2. Call 000 and advise emergency services of the closest vehicle entry point.
3. Ensure communication with emergency services is maintained and all relevant information is provided.
4. Send an employee or volunteer to the point where emergency services will enter the location, if it is safe to do so.
5. Collect the attendance list, individual health support plans, parent contact details and this plan.
6. Evacuate all people to the nominated emergency assembly point.
7. Once at the assembly point, check all people are accounted for.
8. Maintain a record of actions and decisions undertaken and timeline of events.
9. Report the emergency/evacuation to the site/service leader by using the agreed form of communication i.e. mobile phone.
10. Site/service leader must:
  - Notify Education Director
  - Report the incident using the department's incident and report management system.
11. Wait for emergency services to arrive or provide further information/instruction.
12. Site/service leader to contact parents.

## Emergency Contact Information – Finniss

| Hazard Identification                                | Contact Details                                                                                                                                                                                                                                                         |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Site Address</b>                                  | <ul style="list-style-type: none"> <li>• 408 Finniss-Clayton Road, Finniss, SA, 5255</li> </ul>                                                                                                                                                                         |
| <b>Active Education Overnight Contact</b>            | <ul style="list-style-type: none"> <li>• <b>Overnight Contact: 1st Contact</b> – 08 8370 1500</li> <li>• <b>2nd Contact: Anthony Bates</b> – 0428 747 545</li> </ul>                                                                                                    |
| <b>Camp Site Manager</b>                             | <ul style="list-style-type: none"> <li>• <b>Nick Jensen</b> – 0411 843 651</li> </ul>                                                                                                                                                                                   |
| <b>Emergency Services</b>                            | <ul style="list-style-type: none"> <li>• <b>Fire, Police, Ambulance</b> – 000</li> <li>• <b>Non-Emergency Police</b> – 131 444</li> <li>• <b>Poisons Information</b> – 13 11 26</li> <li>• <b>State Emergency Services (SES)</b> – 1300 300 177 or 8207 5000</li> </ul> |
| <b>MEDICAL SERVICES</b>                              |                                                                                                                                                                                                                                                                         |
| <b>Strathalbyn Medical Centre</b>                    | <ul style="list-style-type: none"> <li>• 08 8536 2277</li> <li>• 25-26 West Terrace, Strathalbyn</li> </ul>                                                                                                                                                             |
| <b>Strathalbyn Hospital</b>                          | <ul style="list-style-type: none"> <li>• 08 8536 5333</li> <li>• 14 Alfred Place, Strathalbyn</li> </ul>                                                                                                                                                                |
| <b>Mt Barker District Soldiers Memorial Hospital</b> | <ul style="list-style-type: none"> <li>• 08 8393 1777</li> <li>• 87 Wellington Road, Mount Barker, SA, 5251</li> </ul>                                                                                                                                                  |
| <b>Women's and Children Hospital</b>                 | <ul style="list-style-type: none"> <li>• 08 8204 7000</li> <li>• 72 King William Road, North Adelaide, SA, 5006</li> </ul>                                                                                                                                              |
| <b>Royal Adelaide Hospital</b>                       | <ul style="list-style-type: none"> <li>• 08 8223 0230</li> <li>• Port Road, Adelaide, SA, 5000</li> </ul>                                                                                                                                                               |
| <b>Flinders Medical Centre</b>                       | <ul style="list-style-type: none"> <li>• 08 8203 5511</li> <li>• 1 Flinders Drive, Bedford Park, SA</li> </ul>                                                                                                                                                          |

# THANK YOU

## Contact

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bookings@activeed.com.au  
www.activeed.com.au

## Address

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South Australia