



'By the side of the waters'

Operated by the Seventh-day Adventist Church  
(South Australian Conference) Limited ABN 34 111 557 530

## General Conditions for Hire

It is the responsibility of each group to ensure that campers understand and follow the rules and procedures of Ankara. The group leader is responsible for camper supervision, safe conduct of activities, and safety at all times. It is the responsibility of the hiring organisation to ensure compliance with relevant legislation to determine the level of supervision required and to provide sufficient leaders in proportion to the number of campers.

### GROUP LEADERS - must ensure that:

- Campers under 18 years of age have appropriate *parent/guardian consent* to attend the camp
- Each camper has completed a *health/medical record* sheet
- Each camper is given the *Camper Briefing* prior to the camp and the *Manager Briefing* once onsite – the group leader is also responsible for informing all day visiting members of the group
- The *Camper Accommodation Register* is completed (or similar list provided) of all attendees - camping overnight and/or day only
- **First Aid equipment and trained staff are to be provided by your group**, not by Ankara.
- An Ankara *Incident Report* form is filled out for all incidents or near misses
- The *In/Out Checklist* is to be completed by Ankara staff and signed by both the Group Leader and Ankara staff prior to departure

### PROPERTY

- **Damage and loss** - all breakages and losses to Ankara property/equipment are to be reported to the Ankara management via the *Camper Report* form or personal notification. Any damages, missing items, graffiti, cleaning, laundering charges incurred, etc. will be added to your invoice. Ankara takes no responsibility for the loss or damage to personal property of campers.
- **Parking** - all vehicles allowed in carparks or along road verge only and is strictly at owner's risk.
- **Alcohol, drug & smoke free environment** – Alcohol, cigarettes/tobacco or illegal/illicit drugs are not to be brought onto or used on the property or in the buildings.
- **Out of bounds areas** – Pump shed, workshop, Camp Manager's residence and surrounding property are *out of bounds*. Other areas may be designated out of bounds during the onsite *Manager Briefing*.
- **The environment** - Ankara is a sanctuary for flora and fauna. **No camper is permitted to bring firearms, animals or pets onto the property** or to disturb the natural environment. Care and common sense should be taken when approaching animals and birds on the campsite. Garbage and recyclable materials are to be placed in designated bins.

### EMERGENCY PROCEDURES

- **Procedures** - Emergency procedure notices are posted throughout Ankara and campers should make themselves familiar with the arrangements.
- **Emergency equipment** – Fire extinguishers, fire hose reels, smoke alarms and life buoy located around the site are vital and are not to be tampered with or removed (\$100 fee may apply).
- **Fires** - No fire or BBQ may be lit on the property in periods of fire danger without the consent of Ankara staff. Fire restriction notices and *Total Fire Ban* days must be strictly observed.
- **Emergency calls** - Ankara staff must be informed of any calls for emergency services and may make the business telephone available.

**PAYPHONE** – A public telephone is provided for camper use or as an emergency contact. It is located adjacent to the fridge in the dining room. Incoming and outgoing calls - **Payphone (08) 8570 8231**.

# General Conditions for Hire Continued

**HIRE FEES AND MINIMUM NUMBERS** - The *Camp Hire Fees (or Pricelist)* and *Booking Form & Hire Agreement* contain the relevant fees and minimum charges which apply for the hire of the campsite.

**ARRIVAL / DEPARTURE** - Campers must not enter the camp prior to the prescribed arrival time and not overstay the prescribed departure time. Ankara staff will address the campers with the *Manager Briefing* (emergency, safety, and other) as soon as practicable after arrival - it is the responsibility of the group leader to assemble the campers at a mutually convenient time (for this briefing plus group leader's own briefing). If group dynamics do not permit this then it is the responsibility of the group leader to convey the *Manager Briefing* to the campers according to Ankara staff directions.

**Areas of Ankara that are used are to be cleaned according to instructions in the *Cleaning Requirements* or as directed by Ankara staff and inspected using the *In/Out Checklist* prior to departure.** Additional fees may be charged for any outstanding items listed on the In/Out Checklist, including unsatisfactory cleaning. All equipment is to be returned and any losses and/or breakages recorded on the *Camper Report* form supplied by Ankara staff during your stay.

**BEHAVIOUR** – No fireworks or explosives allowed, unless arranged with Caretakers prior to camp and performed by appropriately licensed personnel. Group leaders are asked to remind campers to respect each other, other's personal property, campsite facilities and the environment. Graffiti is an offence and will be charged for. Noise should diminish from 11.00 pm. Food and drink may be consumed only in the dining room or out-of-doors. No food or drink is to be taken or stored in any of the bedrooms or the meeting hall and staff/first aid room.

**DAILY DUTIES** - Ankara is to be maintained in a clean condition by the campers. **Groups are responsible for cleaning and maintaining all areas in a hygienic manner during their stay.**

**SLEEPING ACCOMMODATION** - For the health and safety of the hire group:

- Number of campers sleeping per room must not exceed the number of beds.
- Compliance regulations stipulate one mattress per bed for correct safety height.
- The leader must ensure the following do not use top bunks: campers under nine years or those with a history of sleepwalking, falling or bed-wetting.
- The bed in the staff/first aid room is to be kept available for campers who are sick, especially if contagious illnesses requires isolation, and the patient must be monitored at regular intervals.

## ACTIVITY PROGRAMS

- **Recreation/sports equipment** – Ankara provides some equipment for recreation and sports activities such as kayaking. Ankara staff reserve the right to withdraw equipment or access activities should the camper group not provide suitably trained, qualified or experienced activity leaders, or should persons be found abusing equipment.
- **Activity instructors** - It is the responsibility of the group leader to provide adequately trained, experienced or skilled leaders for any activities undertaken. It is the group leader's (or their contracted activity instructors) responsibility to ensure appropriate instruction, safety and first aid is provided for campers undertaking such activities. No specialized activities are to be undertaken without the prior approval of Ankara staff.
- **Supervision of activities** – Group leaders are responsible for the supervision and behaviour of campers during activities, to and from the activity, and for campers waiting their turn. The activity leaders are deemed responsible for the related safety of participants during that activity, including First Aid responsibilities.

**TERMINATING THE OCCUPANCY** - Ankara reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Ankara staff are also empowered to take action as may be deemed necessary for the proper conduct of the camp.

## WATER RESTRICTIONS APPLY PERIODICALLY