



# Self Cater Groups



# General Information for Leaders

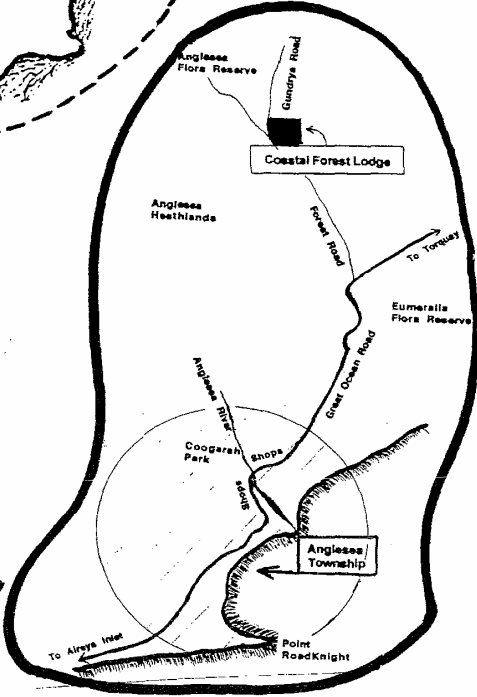
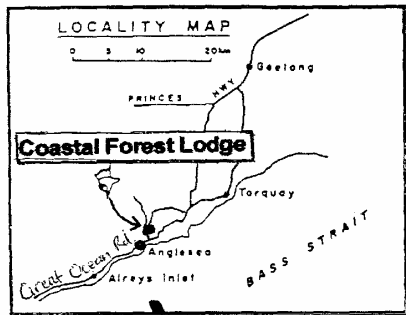
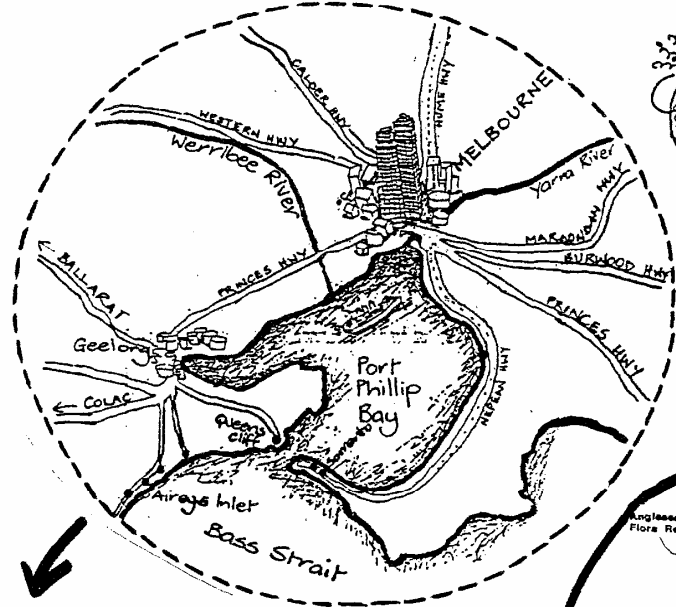
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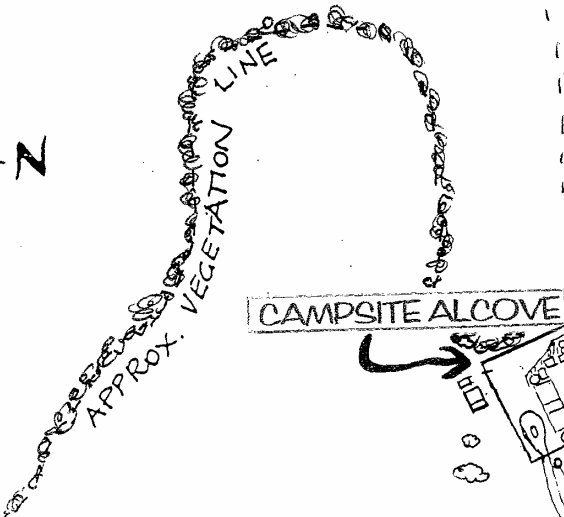
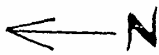
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# WHERE IS COASTAL FOREST LODGE?



Farmland - Grazing

**SITE PLAN**  
**COASTAL FOREST LODGE**  
(196 ACRES)



House

CAMPSITE ALCOVE

APPROX. VEGETATION LINE

Entrance  
To Anglesea  
Gt. Ocean Park

GUNDRTS ROAD

FOREST ROAD

ANGLESEA FLORA RESERVE

ANGLESEA HEATHLANDS  
A NATIONAL HERITAGE AREA

Sketch Map - not strictly to scale

**Coastal • Forest • Lodge**  
A SURFCOAST ADVENTURE CAMP

# **General Information**

## **Arrival**

On arrival at Camp, the leader / person in charge will do a check of facilities and have a briefing with the Camp Manager / designated staff member in charge.

Please note that group members arriving before their group's Leader will not be permitted to move into the facility until the above check and briefing have been completed.

## **Accommodation**

Cabins will be made available to the group according to the size and needs of the group

## **Camper Briefing**

Staff will conduct a briefing for school groups.

For self-cater groups it is expected that the Group Leader will brief their group re: safety, camp rules and emergency procedures as soon as practical after arrival. (Information sheet provided.)

## **Car Parking**

Please park in designated areas. This will be arranged with the Group Leader

## **Camp Rules**

For a happy, enjoyable and safe camp there are some rules for everyone. These are listed in this booklet and it is expected that the Group Leader will ensure that all campers are aware of these rules and that they abide by them.

## **First Aid**

First aid needs (including a trained / qualified person) are the responsibility of the group. It is recommended that groups bring a First Aid kit which is sufficient for the needs of their group and relevant to the activities being undertaken. A portable kit for off site activities is important too. A car should be available for emergency use.

## **Campers**

The Group Leader must complete a "list of campers" form including all leaders, / adults / children etc (Health Reg S.R.# 81/1990 Pt 5). This sheet will be given to the Group Leader upon arrival. School groups are only to provide student numbers.

## **Emergency Plans**

These are on display in the Meeting Room and include relevant emergency numbers. The Group Leader will be provided with further information and is requested to become familiar with the campsite's emergency procedures

## **Medical Information**

See emergency plan for phone numbers. Medical facilities are located in Anglesea (5mins drive), Torquay (15mins drive) and major hospital facilities in Geelong (approx 30 mins drive). Ambulance service available in Anglesea.

### Visitors

Please inform the Camp Manager if visitors are expected or if they arrive unexpectedly. A charge applies to visitors who use the camp facilities and / or stay overnight.

### Phone

A group member is required to have access to a mobile phone at all times.

### Mail

Mail can be posted at the Anglesea Post Office. It is cleared each week at 5pm. Camp staff are happy to assist by posting mail for you.

### Laundry

The washing machine and dryer are only available for emergency use due to the limited water supply at CFL. Please see camp staff if use is required

### Local Shops

Anglesea and Torquay have shopping centres comprising of supermarkets, banks, chemist, butchers, newsagent, post office, take away food, ect.

### Transport

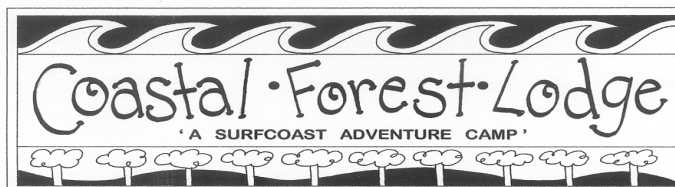
Groups using Coastal Forest Lodge generally organize their own transport needs. For a competitive quote try Australian Coach Travel on 9555 0166 or Peninsula Bus Lines on 9786 7088. Around Geelong and district try Anglesea Travel / Coles Coaches on 5243 8772 (Gavin Lugg). Groups wanting to hire a mini bus could try Reilly's U Drive in Geelong on 5272 3222.

### Departure

A check of facilities will be carried out by CFL staff prior to the group's departure. Groups are expected to vacate and clean **cabins BY 10AM** on the day of departure. Clean up details are outlined later but it is expected that facilities / grounds will be left in the same clean condition, as found. The group may then continue to use activities / premises on the final day until departure time.

### Bond

The bond will be returned as per Hire Agreement and within 7 days.



# Camp Rules

**Your assistance with these rules is most appreciated**

## **Cabins**

Food and drinks **must not** be consumed in the cabins / bedrooms. All campers must use a pillow case – some spares are available for use. Camp bedding must not be removed from the cabins. Individuals must bring their own pillow, pillow case and sleeping bag.

**\*\*STRICTLY NO PLAYING IN CABINS\*\***

Only one person on the top bunks at a time and please do not touch any lights or switch boards.

PLEASE use limited toilet paper, to avoid any blockage!

## **Smoking**

Smoking is **not** permitted inside any camp building

## **Campfire / Bush Cooking area**

These are the only places where fires are permitted and only in accordance with local fire season restrictions. Please check with the Camp Manager. Wood for the campfire should be collected from around the bush areas of the camp

## **Recreation, Games and Dining Rooms**

Students / Campers must be supervised at all times by a teacher / leader / adult when using these rooms

## **Ball Games, Frisbee and Vortex games**

These games must not be played on deck areas, verandahs or in the camp alcove. Please use the large area beyond the cabins, next to and around the basketball court.

## **Damage**

Any breakages / damage must be reported to the Camp Manager when it occurs

## **Care of the Environment**

Campers are asked to stay on tracks, use rubbish bins and respect our resident kangaroos, bird life, reptiles and vegetation

## **Camp Boundaries**

Campers must stay within the fenced alcove at all times unless accompanied by a teacher / leader during activity sessions. All signed service areas are out of bounds

## **Pets / Firearms**

We do not allow pets / firearms on the camp property

## **Wet Weather**

Gumboots / dirty footwear must not be worn in the camp buildings. A “Shoes Off” rule applies to most rooms.

**Fire Equipment**

Extinguishers, signs and smoke detectors are installed for your protection – please make sure that campers do not interfere with this important safety equipment.

**Water Supply**

Our on water supply is tanks. Please help us to conserve these supplies by not wasting water and by limiting shower time. Keep check to make sure taps are turned off and let us know if there are any problems.

- Helpful Hints:
- Short showers
  - Use ½ flush
  - No dripping taps
  - Inform manager immediately of any problems

**Verandahs**

No Running and please do not climb on the handrails. Keep clean and swept.

**Please place ALL rubbish into the bins**

**BIG NO NO'S**

- NO climbing trees
- NO throwing sticks and stones
- NO breaking trees or throwing thins into dams incl. sticks
- NO touching electrical equipment
- NO touching fly screens and window (ask a teacher / staff if need be)

**~THANK YOU ~**  
**HAVE A FANTASTIC & FUN TIME**  
**AT COASTAL FOREST LODGE**

# **EMERGENCY PHONE NUMBERS**

## **DIAL 000**

**For Fire, Police, Ambulance and S.E.S**

**At least one teacher / leader must have access to a  
MOBILE phone at ALL TIMES.**

**Doctor: Anglesea: 5263 3555**

63 Great Ocean Rd, Anglesea VIC 3230

**Torquay: 5261 1111**

Health Centre, 100 Surf Coast Hwy, Torquay VIC 3228

**Hospital: Geelong: 5226 7564**

Geelong Hospital, Bellerine St, Geelong, VIC 3220

**Chemist: Anglesea: 5263 1540**

**Dentist: Torquay: 5261 2240**

**POISON INFORMATION: 13 11 26**

## **Location Description:**

“Coastal Forest Lodge”

Cnr Forest and Gundrys Roads, Anglesea.

**Entry is via Forest Road approx 2kms from the Great  
Ocean Road.**

Not shown in Melways: Country Vic Melway Map 296 G1



# Accommodation

## *\*Sleeping with history\**

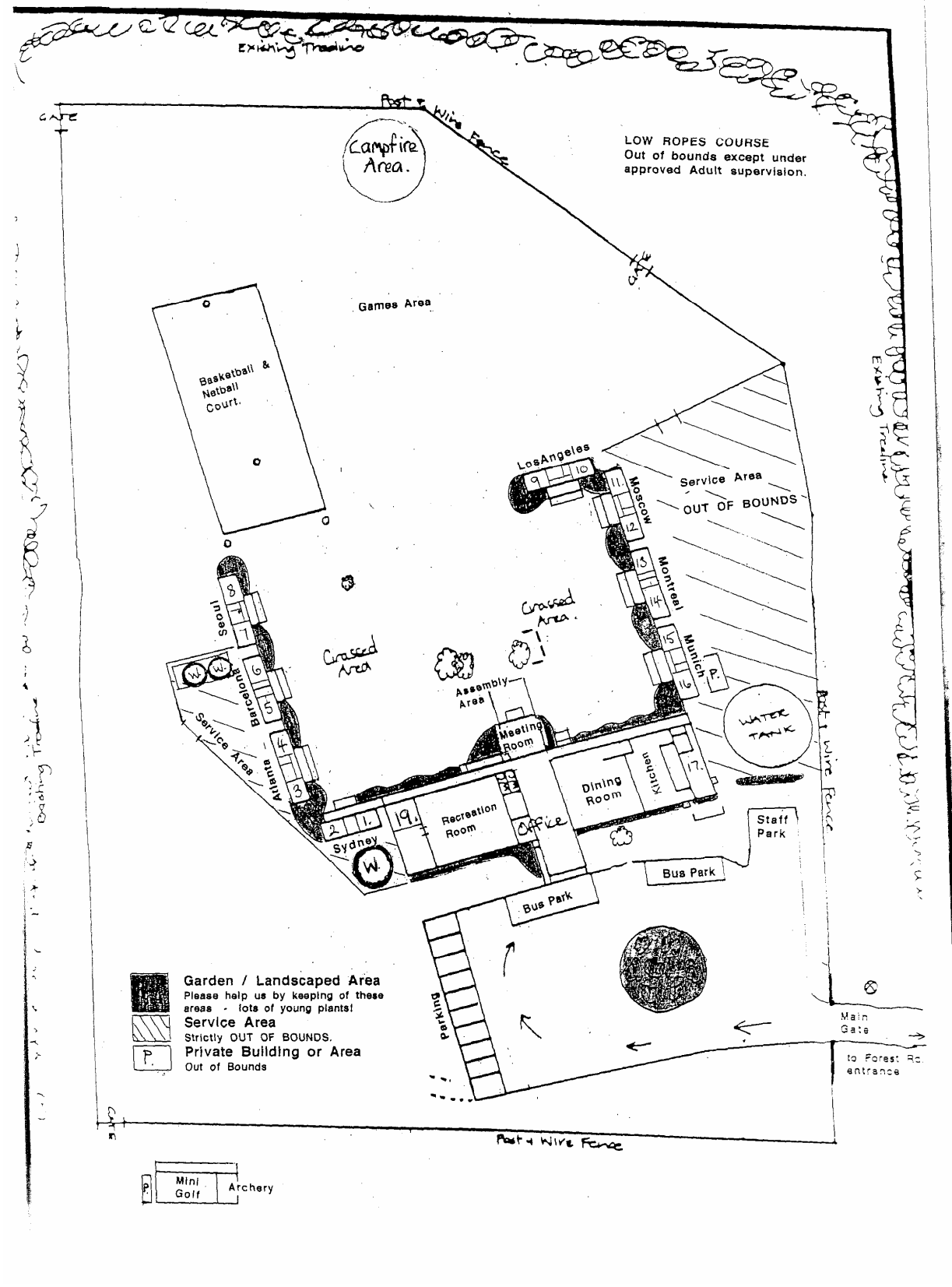
Our cabins have come direct from the Sydney 2000 Olympic Games village where they were used to house athletes and media personnel. We have named them after the last 8 Olympic host cities. (Refer to Campsite map for the layout)

### PROPOSED SLEEPING PLAN

Group: \_\_\_\_\_ Year: \_\_\_\_\_

	Boys:	Girls:	Female Staff:	Male Staff:
SYDNEY	Room 1		4 single beds 1 trundle bed	
	Room 2		4 single beds 1 trundle bed	
ATLANTA	Room 3		4 single beds 1 trundle bed	
	Room 4		4 single beds 1 trundle bed	
BARCELONA <i>Teachers</i>	Room 5		4 single beds per room	
	Room 6			
SEOUL	Room 7		4 single beds 1 trundle bed	
	Room 8		4 single beds 1 trundle bed	
LOS ANGELES	Room 9		4 single beds 1 trundle bed	
	Room 10		4 single beds 1 trundle bed	
MOSCOW	Room 11		4 single beds 1 trundle bed	
	Room 12		4 single beds 1 trundle bed	
MONTREAL <i>Teachers</i>	Room 13		4 single beds per room	
	Room 14			
MUNICH	Room 15		4 single beds 1 trundle bed	
	Room 16		4 single beds 1 trundle bed	
ROOM 17	<i>Please only use this room if need be.</i>		6 single beds 2 trundle beds	
ROOM 18 (no ensuite)	<i>Generally not in use.</i>			
ROOM 19			5 single beds 1 trundle bed	

*Cabins will be allocated to serve the size and needs of your group*



**LOW ROPES COURSE**  
Out of bounds except under approved Adult supervision.

**Garden / Landscaped Area**  
Please help us by keeping of these areas - lots of young plants!

**Service Area**  
Strictly OUT OF BOUNDS.

**P.** Private Building or Area  
Out of Bounds

Mini Golf Archery

# Cleaning

**During your stay, CFL is your “home” so please look after it!**

**Under the Self Cater Hire Agreements the cleaning of the campsite and facilities is the responsibility of the Hiring Group.**

For your own comfort and hygiene and to ensure quality and preservation of camp facilities for your future stay/s, it is important that the facilities are kept clean and not damaged during your stay.

It is expected that at the conclusion of hire the facilities and buildings used will be **left in the same clean condition as they were found.**

Equipment available for groups use includes brooms, brush/pans, vacuum, mops and buckets.

**PLEASE NOTE: BLUE MOPS & BUCKETS – cabin / bathroom use only  
GREEN MOP & BUCKET – kitchen / dining room use only**

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## **Each Day:**

- Cabins / bedrooms tidied – brooms, dustpan and brush are available in each cabin for student use.
- Wet towels should be hung outside to dry.
- Shoes / gumboots are **not to be worn inside at ANYTIME** in any building – they are to be left outside on the undercover verandahs.
- Rec. room, games, meeting room should be tidied and swept.
- Bathrooms should be tidied and swept.
- Verandahs should be tidied and swept.
- Any damages, leakages, or repairs should be reported to management immediately.

## **Departure Day:**

Please make sure the following tasks have been completed. A check will then be carried out by the Camp Manager / Camp Staff.

- Cabins / Bedrooms - Tidied, swept, mopped, mattresses standing on bunk.
- Bathrooms - Tidied (remove all litter including soap, ect.), swept and mopped. *The sanitizing will be completed by Camp Staff.*

- Dining Room - Tidied, swept and mopped.
- Meeting Room - Tidied, vacuumed, swept, clean sink area & wash dishes.
- Kitchen - SEE SEPARATE SHEET
- Games Room - Tidied and swept.
- Main Verandah - Tidied and swept.
- Emu Parade - Clean up of all litter around the campsite.
- Equipment - Check all camp equipment used is as was found.
- Grounds - PICK UP ALL LITTER

**Rubbish:**

Please make sure all rubbish is placed in garbage bags before placed into wheelie bins. (A charge will be made if loose rubbish is placed in wheelie bins necessitating a disinfectant clean out.)

**Please Note:**

*Adjustment (Minimum \$50.00) will be made to the Bond refund amount of the final clean is incomplete or unsatisfactory. A check of facilities will be carried out by Camp Manager / Staff. The Hirer will be invoiced for any damages.*

**Options:**

Daily Service: Daily service of facilities can be arranged at an extra cost.

Final Clean: For groups wishing to just pack-up and leave, a complete final clean option is available at an extra cost. For details contact Camp Manager.

**PLEASE MAKE YOURSELF AND GROUP**  
**AWARE OF THE SEPARATE**  
**KITCHEN RULES AND CLEAN**  
**UP PROCESS- located in this booklet.**

**COASTAL FOREST LODGE**

# **KITCHEN**

## **PLEASE -**

- 1. MAKE SURE THAT THE URN IS KEPT TOPPED UP AND TURNED OFF EACH EVENING.**
- 2. NO FATS OR OILS ARE TO BE POURED DOWN ANY SINK - USE TINS TO STORE THIS WASTE.**
- 3. MAKE SURE THE DISHWASHER IS DRAINED, CLEANED AND TURNED OFF AFTER EACH MEAL.**
- 4. THE FLOOR SHOULD BE SWEEPED AND MOPPED DAILY.**
- 5. RUBBISH BAGS SHOULD BE TIED AND PLACED IN WHEELIE BINS OUTSIDE DOOR. A CHARGE IS MADE IF THESE BINS HAVE LOOSE RUBBISH NECESSITATING A CLEAN OUT.**
- 6. ANY DAMAGE, BREAKAGE OR PROBLEM SHOULD BE REPORTED TO THE MANAGER.**

**YOUR ASSISTANCE WITH THESE ITEMS IS APPRECIATED.**

## USE OF CAMP KITCHEN

The Camp Kitchen comes equipped with all you should need to prepare and serve a simple and enjoyable menu.

Commercial Stove	Microwave Oven	Toasters
Commercial Refrigerator	Large Cooking Pots	Saucespans
Domestic Refrigerator	Baking Trays	Griddle
Cooking Utensils	Plastic Jugs	Salad Bowls
Freezer	Crockery & Cutlery	Electric Mixer
S/Steel & Plastic Bowls	Cups / Mugs / Glasses	Dishwasher

### What you need to bring.

Tea Towels, garbage bags, dishwashing detergent and any other specific need you may have.

### Some General Hints.

- \* Keep the menu simple - we are happy to discuss your proposed menu with you.
- \* Make use of the BBQ.
- \* Delegate the catering / cooking to a couple of people but roster groups to assist with other mealtime tasks such as table setting, clean up, wash up etc.

### Recycling.

A start has been made in the recycle process but is limited to plastic/ glass at this stage. A labelled bin is provided for plastic bottles.

**Rubbish.** Collect in garbage bags and placed in the wheelie bins outside the laundry.

**Smoking.** Smoking is strictly prohibited in camp kitchen and all camp buildings.

**Commercial Dishwasher.** Available for use after instruction is given.

**Benches.** Please do not place hot cooking pots, trays saucepans etc on top of the freezer or laminate benches.

**Damages / Breakages.** These must be reported to Camp Manager/Staff.

**Kitchen Hygiene.** This is very important. Please make sure all cooking pots and utensils are washed in hot water and dried properly. All plates, bowls, cups etc should be put through the dishwasher.

Tea towels - Sufficient numbers should be brought so that they are used for a day.

## STOVE

Top Burners: Light these with gas gun or match.

Ovens: Turn control knob on to temperature required - ignition is auto matic. Allow some time for oven to warm. Do not place heavy items on oven doors.

## GRIDDLE

Make sure griddle is plugged in. Turn both controls on to full temperature to warm plate before use. Then turn back to commence cooking. After use, clean cook top and dispose of any collected fat into bin - not down the sinks!

## CLEAN UP

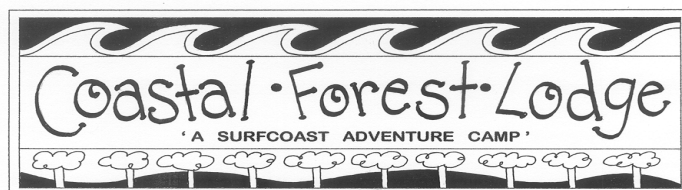
**At the conclusion of hire the kitchen should be left as it was found.**

All equipment used including stoves, fridges, pots, trays, utensils, crockery, cutlery, mugs, glasses, cups etc should be cleaned or washed, dried and put away.

Floor should be swept and mopped. Only use **green** mops / buckets in kitchen.

**IMPORTANT NOTE**

*Coastal Forest Lodge does not accept any responsibility for loss or damage to personal items such as mobile phones, MP3 player / iPods, digital cameras, ect.*



## **Specialised Activities and Places of Interest**

### **Eco Logic Environmental Services**

*Phone: 5263 1133 Anglesea Based  
Beach or bush – engaging and educational activities.*

### **Great Ocean Road Adventure Tours**

*Phone: 5289 6841 Aireys Inlet based  
Mountain bike riding and canoeing adventures.*

### **Go Ride a Wave**

*Phone: 5263 2111 Anglesea based  
Surfing, ocean kayaking, swimming, surf rescue and more.*

### **Parks Victoria**

*Phone: 5263 3144 Anglesea Office*

### **Westcoast Adventure**

*Phone: 5261 2241 Torquay & Anglesea  
venues for surfing.*

### **National Wool Museum**

*Phone: 5261 0701 Geelong  
Excellent educational resource.*

### **Surfworld Museum**

*Phone: 5261 4606 Torquay  
Terrific for Upper Primary groups and above.*

### **Marine Discovery Centre**

*Phone: 5258 3344 Queenscliff  
Stimulating marine education programs for all ages.*



*NOTES*