

Welcome to



Teachers Information Handbook

Pre-Camp Checklist

| | |
|--------------------------|--|
| <input type="checkbox"/> | Visit site |
| <input type="checkbox"/> | Send out student booklets with parent information. (include date and times, costs, what to bring, and parent/guardian medical consent section, etc). Perhaps conduct a parents' information session. |
| <input type="checkbox"/> | Attendance List (Full names of campers please!)(|
| <input type="checkbox"/> | Arrange student activity groups |
| <input type="checkbox"/> | Allocate campers to rooms |
| <input type="checkbox"/> | Arrange duty groups |
| <input type="checkbox"/> | Appoint staff to groups |
| <input type="checkbox"/> | Medical Forms (ASCIA Action plans to be provided to camp) |
| <input type="checkbox"/> | Arrange First Aid Kits and appoint qualified 1 st aid officer |
| <input type="checkbox"/> | Communications (please ensure a mobile phone is brought on camp) |
| <input type="checkbox"/> | Emergency phone numbers |
| <input type="checkbox"/> | Fill in and return special dietary requirements form prior to camp |
| <input type="checkbox"/> | Confirm Camp Activity Program |
| <input type="checkbox"/> | Make available to Silverband Lodge at least two weeks prior to camp Total number of campers (full and part time) divided into staff / adults and students Any changes to normal meal times or venues Any changes to program (times, days or groups) Arrival and departure times Room allocation form Final attendance list Special dietary requirements Any special equipment required (ie. Projector) or special access requests |
| <input type="checkbox"/> | Make available to Silverband staff on arrival Any amendments to final attendance list Updates/additions to Special Dietary Requirements |
| <input type="checkbox"/> | Sports Equipment (some limited equipment available onsite) |



1. WHAT TO EXPECT

UPON ARRIVAL

To ensure a smooth and prompt start to your camp, Silverband staff will require:

1. An opportunity to address the whole group upon arrival at the camp.
2. An opportunity to brief teachers/leaders involved with the camp activities before program commences including locations, equipment, duty groups and emergency and safety details.
3. For emergency reasons, please provide a final attendance list of all the participants staying at the camp with any amendments to that provided prior to camp. This includes bus drivers, teachers, leaders, siblings, student teachers, students and anyone else who will be calling in for a period of time to Silverband Lodge.

MEALS

The first meal provided will be dinner on the night of arrival unless other arrangements have been made. The final meal will be lunch on the day of departure, usually supplied as a packed lunch. Packed lunches are available throughout your stay with prior notice.

- Meals may include cereals, toast, eggs, rolls/wraps/sandwiches, fruit, salads, vegetables, chicken, beef, fish and pastas.
- Special dietary requirements are able to be catered for with prior notice. **Please fill in and return the Special Dietary Requirements form prior to arrival.**
- Birthday cakes can be prepared with prior notice if requested!

Meal times are:

- Breakfast - 8.00am
- Lunch - between 12:00 and 1:30pm (depending on program times)
- Dinner - 6.00pm

Supper is provided and left for distribution at the Group Leader's discretion.

DUTY GROUPS

Duty groups of roughly 10 students are required to report to the kitchen 15 minutes prior to each meal. They will also be required to stay and help after the meal. Their responsibilities include:

- Setting the tables before the meal (cutlery, glasses, water)
- Helping to collect anything left behind on the tables after the meal
- Washing, drying and putting away crockery and cutlery
- Wiping down the tables

Adult supervision will be required to assist the duty group with their duties.

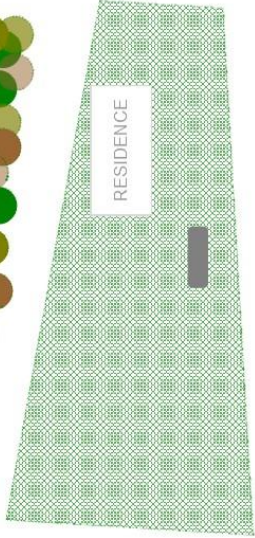
HIGH ROPES
COURSE
SOUTH END

MAINTENANCE
AND
SHED AREA



Silverband Lodge

LIVE THE OUTDOORS



CAMP
FIRE
AREA

CAMP
FIRE
AREA

KITCHEN
DINING AREA



Pinnacle Lodge

1 - 6
7 - 10
11
12

SWIMMING POOL
AREA

13 - 16

PLAY
GROUND
AREA

ARCHERY

PARKING

EMERGENCY ASSEMBLY
AREA 2



OVAL / PLAYING FIELD

TENNIS COURT

RING
TOSS

GIANT
CHESS/
CHECKERS

VOLLEY BALL
AREA

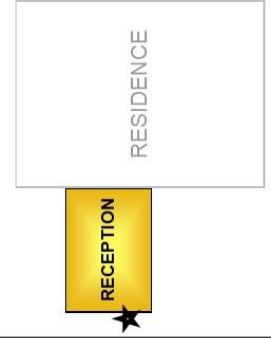
Wonderland Lodge

LOUNGE
13 - 16
KITCHEN
DINING
1 - 3
4 - 6
LOUNGE



PARKING

EMERGENCY ASSEMBLY
AREA 1



RECEPTION

RESIDENCE



DUNKELD (60km)

HALLS GAP SHOPPING AREA (1km)

STAWELL





2. ATTENDANCE LIST

STUDENTS

| | | |
|------|-----|-----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |
| 16. | 17. | 18. |
| 19. | 20. | 21. |
| 22. | 23. | 24. |
| 25. | 26. | 27. |
| 28. | 29. | 30. |
| 31. | 32. | 33. |
| 34. | 35. | 36. |
| 37. | 38. | 39. |
| 40. | 41. | 42. |
| 43. | 44. | 45. |
| 46. | 47. | 48. |
| 49. | 50. | 51. |
| 52. | 53. | 54. |
| 55. | 56. | 57. |
| 58. | 59. | 60. |
| 61. | 62. | 63. |
| 64. | 65. | 66. |
| 67. | 68. | 69. |
| 70. | 71. | 72. |
| 73. | 74. | 75. |
| 76. | 77. | 78. |
| 79. | 80. | 81. |
| 82. | 83. | 84. |
| 85. | 86. | 87. |
| 88. | 89. | 90. |
| 91. | 92. | 93. |
| 94. | 95. | 96. |
| 97. | 98. | 99. |
| 100. | | |



TEACHERS / PARENTS / HELPERS / BUS DRIVERS

| TEACHERS | PARENTS / HELPERS | OTHERS: including bus drivers, siblings, etc. |
|----------|-------------------|---|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |
| 11. | 11. | 11. |
| 12. | 12. | 12. |

SPECIAL DIETS AND FOOD-RELATED ALLERGIES

Please complete the following for all guests with special diets and forward to Silverband Lodge at least a week prior to your arrival. **For any guest with a history of anaphylaxis please provide a coloured ASCIA plan prior to camp.**

[illegible]



NUT AWARENESS POLICY

Policy Statement

Silverband Lodge is Nut Aware.

We do not serve food that contains nuts. However, we do purchase and use a limited number of products in our standard menu that may contain traces of nuts due to equipment used in the production process.

Silverband Lodge strongly discourages groups, staff, and students from bringing nuts and foods to the site.

Silverband Lodge will work with guests or their parents / guardians to ensure that the menu is suitable for all students prior to arrival.

We aim to provide similar meals to all guests so that guests with dietary or allergen requirements do not feel different or excluded.

Safe Work Practices

Silverband Lodge has developed the following work practices and procedures to increase allergy awareness:

- Identification of Students at Risk.
 - Parents/carers are requested to notify the school of all medical conditions including allergies two weeks prior to arrival.
 - School is asked to notify Silverband Lodge of all dietary requirements and allergies / anaphylaxis seven days prior to their visit.
- All Chefs/Cooks, Approved Supervisors and Approved Food Handlers have completed training in safe food handling, are trained during their induction process and receive ongoing on the job training in preparing menus that are suitable for guests with dietary requirements.
- Any request for an allergen free meal is clearly identified and labelled.

When Silverband lodge staff are preparing an allergen-free meal, they ensure the following:

- Allergen free meals are prepared prior to other meals to minimise cross contamination.
- The meal label must include the person's name and their food allergy or dietary requirement
- Food handlers must be advised that allergen-free meals are being prepared.
- A designated area must be allocated to the production of allergen-free food for the duration of the preparation stages.

First Aid Responsibilities – please refer to first aid policy.

| PROCEDURES FOR GUESTS REQUIRING MENU VARIATIONS | | |
|---|--|---|
| TYPE OF DIET (& DESCRIPTION) | Silverband Lodge WILL PROVIDE | GROUP/INDIVIDUAL TO PROVIDE |
| Nut Free (No Nuts or traces of nuts) | There are no obvious nuts or nut derivatives in our catering Foods stating that they: "may contain traces of nuts" are regularly used. For example, Kellogg's Corn Flakes | Contact camp to confirm requirements |
| Dairy free (No milk, milk products or milk extracts) | Soy Milk Dairy free snacks such as fruit, dry biscuits Dairy free desserts | Alternative milk if soy milk is not acceptable Alternative cheese and snacks such as biscuits/cakes |
| Lactose intolerant (No milk, milk products or milk extracts) | Soy Milk Dairy free snacks such as fruit, dry biscuits Dairy free desserts | Alternative milk if soy milk is not acceptable Alternative cheese and snacks such as biscuits/cakes |
| Coeliac/Gluten free (excludes gluten a protein composite found in wheat, barley, rye, oats) | Main meals free of gluten Gluten free bread, breakfast cereal and snacks such as biscuits or cakes and fruit. Gluten free desserts | Alternative bread, breakfast cereal and snacks such as biscuits or cakes if a particular preference only. |
| Wheat free (A diet that excludes wheat) | Main meals free of wheat Wheat free bread, breakfast cereal and snacks such as biscuits or cakes and fruit. Wheat free desserts | Alternative bread, breakfast cereal and snacks such as biscuits or cakes if a particular preference only. |
| Vegetarian (A diet excluding all meat and seafood) | Main meals will be provided | |
| Vegan (A diet excluding all animal products) | Main meals provided Salads, vegetables, fruits Soy milk | Alternative cheese and snacks such as biscuits/cakes Alternative protein if required |
| Halal (Foods that are allowed to be eaten according to Islamic Sharia law) | Camp can usually supply Halal beef or a Vegetarian alternative | |
| No Beef or Pork | Vegetarian alternative | |
| Fructose intolerant A condition that can cause gastrointestinal symptoms | Food will be provided in consultation with the individual | |
| Egg free (A diet that excludes all eggs) | Main meals free of eggs Egg free snacks such as fruit, biscuits Egg free desserts | Additional snacks if required. |
| Diabetes | Low GI options available multi grain bread | Additional snacks, low calorie drinks if required. |



- Individuals with a severe allergy or who are anaphylactic to food items may choose to bring their own food. Foods containing nuts are not permitted. A refrigerator is available for use by any guests who bring additional food items.
- Individuals with special diets must please provide the campsite with written details of their information 14 days before arrival using the forms provided to the camp coordinator. Please be exact and specific: for example, if an individual has an intolerance to eggs is it in all forms?
- Individuals with an anaphylactic reaction to a product **MUST** have an ASCIA action plan (including a photograph) filled out by their doctor and bring their own EpiPen® or EpiPen® Jr adrenaline auto injector
- School and youth groups must please nominate an appointed teacher/leader to assist the camp staff and students with special diets. We are keen to work with you to ensure that campers and guests do not feel different or excluded because of their dietary requirement!
- Food a camper brings for their own special requirement **MUST**:
 - NOT be shared with other campers.
 - Be labelled with their name and the group name.
 - Be pre-cooked and prepared ready for re-heating in a microwave

4. ROOM ALLOCATIONS

You will receive a Room Allocation Form, which has bed numbers in each room and requires students/staff names to be inserted. Please allocate staff and students using this template and forward to Silverband Lodge 2 weeks prior to arrival.

5. WHAT TO BRING

A suggested list of what guests will need for their camp experience:

- ☐ Lunch [for the first day]
- ☐ Single Bed Fitted sheet
- ☐ Sleeping bag, or sheets and doona
- ☐ Pillow & Pillow slip
- ☐ Toiletries [toothbrush, soap, toothpaste, deodorant]
- ☐ Towel
- ☐ Plastic bag for dirty clothes
- ☐ Pyjamas
- ☐ Shirts
- ☐ Shorts
- ☐ Long pants
- ☐ Jumpers
- ☐ T-shirts
- ☐ Bathers
- ☐ Socks and jocks
- ☐ Rain Jacket
- ☐ Sensible sturdy walking shoes/runners
- ☐ Closed water shoes [old runners for canoeing]
- ☐ Drink bottle for day activities
- ☐ Day pack for activities
- ☐ Sun hat and/or beanie
- ☐ Sunscreen/Insect repellent
- ☐ Medication
- ☐ Pencils
- ☐ Paper
- ☐ Torch

NOTE: It is important for campers to carry their personal medications [e.g. asthma pumps, epi-pens] whilst at camp.



Leaders should also bring:

- ☐ First Aid Kits
- ☐ Car (for emergencies)
- ☐ Mobile Phone (Telstra & Optus reception)
- ☐ List of all campers
- ☐ Duty and Room Lists
- ☐ Sports Equipment (for free time)

6. SAFETY FOR CHILDREN AND VULNERABLE PEOPLE

All people who are involved in any Silverband Lodge operations, activities, services or programs have a right to feel safe and be safe. We are committed to providing environments where children and vulnerable people are respected, nurtured and cared for.

Silverband Lodge has a Child and Vulnerable Person Safe Venue Framework, which includes a:

- Code of Conduct for working with children and vulnerable people
- Safety and wellbeing policy; and
- Guidelines for working with children

Silverband Lodge takes all reasonable steps to employ skilled people to work with children. All activity contractors and campsite staff will comply with the relevant “Working with Children” guidelines and have a current “Working with Children” check.

If you require further information or details, please contact our office during business hours.

7. EMERGENCY INFORMATION including FIRST AID POLICY

Silverband Lodge FIRST AID POLICY

This first aid policy sets out roles and responsibilities for the provision of first aid, and maintaining a safe environment for all guests and staff.

Designated First Aid Person/s

We recommend that at least one adult member of your group have a current first aid certificate and that you identify this/these person/s to your group as the designated person responsible for First Aid. You should inform Silverband Lodge management of your designated “First Aider” upon arrival at camp. Silverband Lodge staff with first aid training may assist in the administration of first aid under the following circumstances in an emergency situation or if the designated first aider cannot be located.



First Aid Responsibilities

School Camps

School camps staying at Silverband Lodge, in accordance with the *General Conditions of Hire*, must appoint a Group Leader. The Group Leader is responsible for first aid or for appointing a first aid officer as per their school's first aid policies and procedures. The Group First Aid Officer should be identified as part of the group welcome process.

- Although Silverband Lodge has a first aid kit on site, schools are required to provide their own first aid supplies in line with their school policies and/or Department of Education and Training guidelines.
- Responsibility for first aid rests with the School's Group leader or their nominated first aid officer.
- Silverband Lodge advises groups to take first aid and medical supplies and records to some activities, particularly where these are off site.
- In the event of a first aid incident, all first aid issues are to be referred to the nominated staff member from the school, who will then respond in line with their individual school policies and training.
- In the event of a major first aid incident (eg: life-threatening injury), Silverband Lodge may assist in contacting emergency services or in a support role to the first aider in line with their training, qualifications and this policy.
- The same applies for all activities led by Silverband Lodge instructors during a school camp. Silverband Lodge employees may provide assistance where possible, however, primary responsibility for first aid rests with the school.

Expeditions or journey-based programs:

Where an expedition or hike group is under the care of a Silverband Lodge Expedition Leader, primary first aid response is the responsibility of the Expedition Leader, in line with their level of first aid training. Expedition Leaders will refer to the expedition handbook, emergency management document and this first aid policy when performing these duties.

- In the event that assistance is required the Expedition Leader may call emergency services on 000, the Operations Manager or the After-Hours Manager, at the time.
- In the instance that a patient needs additional treatment, Silverband Lodge will notify the school (and/or next of kin as deemed appropriate) at the time of the incident
- It is important that clear lines of communication are maintained with expedition leaders, therefore Silverband Lodge respectfully requests that school staff refrain from independently contacting parents from the field, unless requested to do so by either Silverband Lodge management or school leadership.

First Aid Kids

Each group must supply their own fully stocked first aid kit/s. Silverband Lodge first aid kits will only be used in times of emergencies.



Referral to Medical Care

If a visitor needs either ambulance transport or referral to medical attention, the designated first aider must inform Silverband Lodge staff as soon as possible, preferably prior to leaving the camp site.

Transport will be arranged by the user group, i.e. their own vehicle, ambulance or taxi.

Details for any person seeking medical attention offsite should be reported to camp management and an incident report form filled out as soon as possible.

MEDICAL REPORT FORMS

You should request medical report forms for each camper, including all adult staff who accompanies the group, to bring on camp. This request needs to include:

- Why are you collecting the information?
- Who will have access to this report?
- How will the information be stored?
- Each individual will have access to their information at all times,
- Permission for the camp coordinator to release information to Silverband Lodge staff as required. Listed below are some of the medical conditions that information would be valuable to First Aid personal:
 - Major Allergies
 - Special Diets
 - ASCIA anaphylaxis and Asthma Management Plans required by all visiting schools
 - Heart Condition [including list of medications currently being taken]
 - Diabetes

[The list above is not all encompassing and some medical conditions that require special consideration and additional support should be available to Silverband Lodge Staff in the case of an emergency.]

- Permission for the coordinator to release information to professional medical staff in the event of an emergency.

2. DEALING WITH MAJOR EMERGENCIES

Management procedures for dealing with a major emergency are detailed in the Silverband Lodge "Emergency Management Plan". A copy of this plan is available on request prior to before the camp and is available in both Wonderland and Pinnacle Lodge for the duration of your stay. In each bedroom there is also a summary of what action campers should take in an emergency.

3. FIRST AID AND MEDICAL CHECKLIST

BEFORE CAMP

- Identify designated first aider/s.
- Circulate medical report forms and collate (do not forget adults).
- Identify problems which require follow up, e.g. further information, asthma plan.
- Notify Silverband Lodge two weeks prior to camp of:
 - Any major allergies
 - Any special diets.
 - Provide current Anaphylaxis and Asthma Management Plans

UPON ARRIVAL

- Identify the designated First Aiders to Silverband Lodge at your welcome briefing.
- Supply any amendments to important medical details.
- Familiarise yourself with Silverband Lodge "Emergency Management Plan".

DURING CAMP

Please keep Silverband Lodge management informed of any first aid incidents. Silverband Lodge staff will work with you to document any significant medical incidents, injuries or near misses during your visit.

EMERGENCY CONTACTS

| | |
|--|--------------------------------------|
| Silverband Lodge | 5356 4241 |
| Silverband Lodge After Hours Mobile | 0438 749 560 |
| POLICE | 000 (non-emergencies 131 444) |
| FIRE | 000 |
| AMBULANCE | 000 |

| | |
|--|------------------|
| Budj Budja Medical Clinic 20 – 22 Grampians Rd Halls Gap Halls Gap 3381 9am – 5pm Weekdays | 5356 4751 |
|--|------------------|

| | |
|--|------------------|
| Stawell Medical Centre 26 Wimmera St, Stawell 8am – 5.30pm Weekdays | 5358 1410 |
|--|------------------|

| | |
|---|------------------|
| Stawell Hospital Sloane St, Stawell | 5358 8500 |
|---|------------------|

| | |
|--|---------------------|
| After hours West Vic Medical Health Advice After 6pm daily | 1800 641 395 |
|--|---------------------|

| | |
|------------|----------------|
| SES | 132 500 |
|------------|----------------|

| | |
|-----------------------|------------------|
| Parks Victoria | 5361 4000 |
|-----------------------|------------------|

| | |
|------------------|-------|
| Principal | _____ |
|------------------|-------|

| | |
|-----------------------|-------|
| Vice Principal | _____ |
|-----------------------|-------|

| | |
|------------------------------|-------|
| School Emergency line | _____ |
|------------------------------|-------|

| | |
|------------------------|-------|
| Regional Office | _____ |
|------------------------|-------|

| | |
|------------------|-------|
| Bus Depot | _____ |
|------------------|-------|

VicRoads Map Reference: Page 56 [A4] or page 225 [06]

8. ACTIVITY PROGRAMS

The Program Co-ordinator will contact you to confirm your program activities. If you do not have a program, Silverband Lodge can tailor a school program to suit your school's curriculum and student learning objectives. Themed camps can complement areas of studies that students may currently be undertaking. Sequential programs for different year groups can also be accommodated.

Staying on camp and participating in camp activities can give students the opportunity to:

- Explore effective communication and listening skills
- Share ideas in a group situation
- Act responsibly
- Work cooperatively within small groups
- Help and support each other
- Gain an awareness of human impact on the local environment
- Gain further knowledge of local flora and fauna and the local landscape
- Interact with the local environment
- Accept new challenges
- Extend personal boundaries
- Care for fellow participants whilst developing life-long friendships
- Develop strategies to allow a group to plan and think about different ways to solve problems
- Develop respect for others and their points of view
- Allow time to think about what it is like to be a leader and / or a supportive follower
- Respect individual choice
- Manage or overcome a challenge and / or fear
- Extend one's personal comfort zone
- Develop respect for others freedom of choice

We have a range of activities available in the Grampians Region that include:

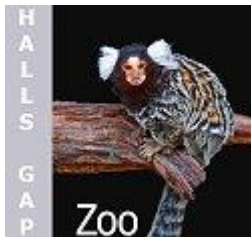
- Rock-climbing / Abseiling
- Bushwalking / Extended journeys or expeditions / Bush Camping
- Archery /Bush cooking
- Initiative & Team Building Challenges
- Amazing Race
- Orienteering / Hut Building
- Canoeing
- Mountain Bike Riding
- High Ropes
- Additional local attractions [See below]

9. LOCAL ATTRACTIONS AND ACTIVITIES



Grampians Adventure Mini Golf, 481 Grampians Rd, Halls Gap **Phone: (03) 5356 4664**

An advanced form of miniature golf offering 18 holes of fun and challenges, Grampians Adventure Golf is fast gaining a reputation as being the best in Australia. It is unique in design and is set amongst 2 acres of beautifully landscaped gardens.



Halls Gap Zoo, Ararat-Halls Gap Rd, Halls Gap **Phone: (03) 5356 4668**

The Zoo offers schools the option to select an individualised themed program to complement their current school curriculum. You can visit the zoo for a day, an overnight campout or have the zoo come to your group right here at Norval and Camp Acacia. Contact UC Camping to arrange booking.



National Parks Bushwalks

There are a large number of walks in the area with easy access ranging in difficulty to suit all ages and fitness levels. If you require assistance with choosing an appropriate walk for your group please contact us.



WAMA, 4000 Ararat-Halls Gap Rd, Halls Gap Ph:9996 9810

Located in Budja Budja/Halls Gap, Wama comprises the National Centre for Environmental Art, the Gariwerd/Grampians Endemic Botanic Gardens, Jallukar Grasslands, ephemeral wetlands, and an evolving collection of site-specific installations. School groups are welcome at any time by arrangement, when private curated experiences are possible. Our team is passionate creating meaningful, memorable learning experiences across art, science, and the environment.



Indigenous Rock Art Sites

There are a number of Aboriginal rock art paintings in shelters throughout the park, which show evidence of Aboriginal people's long association with the Grampians. Access can often be difficult, however well worth the effort if your program has Indigenous cultural a focus.



Coolas Ice Creamery, 97 Grampians Road, Halls Gap

A short walk from Silverband Lodge, situated on the corner of Stony Creek Coolas Ice Creamery is an iconic 'must do activity' when visiting Halls Gap and the Grampians national park. What better reward for that long walk or mountain climb, than a home-made Waffle cone with one, two or three scoops of your favourite flavours of ice cream. it's a perfect location to relax and watch the wildlife hop by.

10. NIGHT ACTIVITY IDEAS

NIGHT ACTIVITY IDEAS

- Night Orienteering
- Quiz Night
- Minute-to-win-it
- Movie Night
- Disco Night
- Campfire
- Night Walk
- Spotlighting
- Stargazing

If you require any assistance in planning evening activities or require specific equipment, please feel free to call and speak with our staff.

11. ACTIVITY PROGRAM INFORMATION AND RISK ASSESSMENTS

Appendix 1 includes activity program information, ratios and supervision requirements for the conduct of specialized activities offered.

These notes also include details of non-specialised activities offered which can be run by your staff.

'How to' cards will be provided onsite for non-specialised activities.

Activity and site risk assessments are available on request.

12. PROGRAM ACTIVITY SUPERVISION

During specialized activities conducted by Silverband Lodge program staff the roles of the user group staff and program staff are defined as follows:

SILVERBAND LODGE PROGRAM STAFF SHALL:

Be responsible for:

- Ensuring the safe conduct of the activity
- Work together with user group staff to discipline participants as required to ensure safe conduct of the activity
- Provide the necessary instruction to participants
- Carry out the equipment safety inspection prior to the activity
- Monitor any hazards which may arise during the activity and take appropriate action

USER GROUP STAFF SHALL:

- Support the Silverband Lodge programmer in behaviour management during the activity.
- Assist as required by the specific activity guidelines
- Assist with instruction where possible
- Liaise with the Silverband Lodge programmer throughout the activity
- Remain at the activity until the completion
- Where possible the staff member should be encouraged to join in the activity



This is to certify that

has successfully completed the documentation
and procedures required to satisfy the

**Australian Tourism Accreditation Standard for a
Camp and Adventure Activity Business**

Serial Number

Valid Until

Registration Number

A stylized signature in black ink.

LICENCED TOUR OPERATOR ACCREDITATION – PARKS VIC



Sign Envelope ID: D9239B3B-D0A7-4A99-A939-B8856128C421



Schedule A: Particulars

| | | |
|----|------------------------------|--|
| 1. | Licence number | CA-3218 |
| 2. | Licensee | Halls Gap Camping Pty Ltd |
| 3. | Licence fee | \$259.20 (first year licence fee). You will be invoiced annually for the duration of the licence term as per the Consumer Price Index. |
| 4. | Commencement date | The date upon which the Licence is executed by the Licensor |
| 5. | Expiry date | 30/06/2028 |
| 6. | Trading name(s) | Silverband Lodge |
| 7. | Licensee address for notices | Silverband Lodge 204-232 Grampians Road Halls Gap, VIC 3373 |
| | Email | info@silverbandlodge.com.au |
| | Telephone | |
| | Mobile | 0405224319 |

Licensor address for notices:

| | |
|----------------|--|
| Name | Parks Victoria Licensed Tour Operator Portfolio |
| Postal address | Level 10, 535 Bourke Street Melbourne, VIC 3000 |
| E-mail Address | LTOLicensing@parks.vic.gov.au |
| Telephone | 13 1963 |

Schedule B: Licenced Areas and Activities

| Park / Land | Activity | Legislation |
|-------------------------|------------------------|-------------------------|
| Grampians National Park | Abseiling | National Parks Act 1975 |
| | Bushwalking | National Parks Act 1975 |
| | Canoeing / Kayaking | National Parks Act 1975 |
| | Four Wheel Drive Tours | National Parks Act 1975 |
| | Mountain bike riding | National Parks Act 1975 |
| | Rock Climbing | National Parks Act 1975 |

A full copy of this licence can be emailed upon request.

Certificate of Currency

This document certifies that the policy referred to below is currently intended to remaining force until 4:00pm on the expiry date shown and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the 'Insurance Contracts Act 1984'.

Insurer: Certain Underwriters at Lloyd's

Product Insurer: This policy is issued by ATC Insurance Solutions Pty. Ltd. (ACN121 360 978, AFS Licence No. 305802) acting on behalf of Various Underwriters at Lloyd's.

Insured: Halls Gap Camping Pty Ltd; Halls Gap Holdings Pty Ltd

Policy No. ATCSL-176989

Class of Insurance: Combined Liability Insurance

Policy Wording: CVA Public and Products Liability Insurance Policy Wording WRD129 v1.7

Period of Insurance: 03 Dec 2025 to 03 Dec 2026 at 4:00pm

Business Activities: Campground including activities as follows: abseiling, rock climbing, climbing walls, high ropes course with leap of faith/pamper pole (and extending to the Criss-cross, Catwalk, Swinging Vines, Crate Stack and Train Tracks activities), low ropes course, swimming, pushbikes, canoeing (flatwater) orienteering, archery, bush camping, bush walking, golf, basketball, volleyball, tennis, table tennis, raft building, bush cooking, fire pit/campfire, catapult, amazing race and initiatives.

Address/Situation: 204-232 Grampians Road
HALLS GAP VIC 3381

| | | | |
|---------------------|------------------------|--------------|--|
| Limit of Liability: | Professional Indemnity | Not Included | each and every occurrence and in the aggregate |
| | Public Liability | \$20,000,000 | each and every occurrence |
| | Products Liability | \$20,000,000 | each and every occurrence and in the aggregate |

Policy Territory: Worldwide excluding USA & Canada

Interested Parties: The Minister for Environment, the Secretary to the Department of Energy, Environment and Climate Action, Parks Victoria, the Director of National Parks, the Minister for Ports, Melbourne Water Corporation, the Yarra Bend Park Trust, Parks Victoria and any other body delegating its powers to Parks Victoria.

Signature:



Tim Martin
18 December 2025

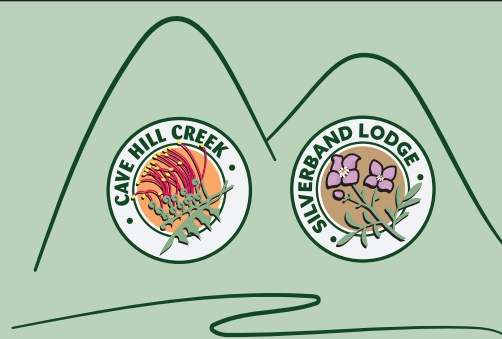
Date:

IMPORTANT: In arranging this certificate, we are acting under an authority given to us by the insurer named above to issue certificates on their behalf. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is, to the best of our know knowledge, in existence at the date we have issued this certificate. If you wish to obtain details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

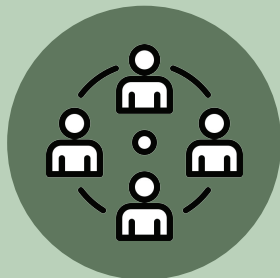
CAVE HILL CREEK & SILVERBAND LODGE

OUR MISSION

To create lifelong special memories for our guests, via:



LIVE THE OUTDOORS



A unique gathering place for groups



Exceptional outdoor experiences and adventures



Warm and friendly hospitality

OUR VALUES

We are:

Fun, Friendly, Adventurous,
Trustworthy, inclusive and Safe.

Passionate about Excellence,
Innovation and Sustainability

OUR BELIEFS

We believe in the power of:

- Gathering people together to grow connection & community
- Outdoor experiences & challenges in fostering personal growth and learning
- The natural environment as a place to relax, recharge and inspire

OUR STORY

Cave Hill Creek was established by Ian and Julie Chandler in 1988. A farmer and a teacher, they saw an opportunity to create a spectacular lake, group accommodation and function venue, in a sheep paddock with only a handful of mature trees. With a passion for hospitality, hard work and the environment, like their young family, Cave Hill Creek steadily grew. Today Cave Hill Creek is an Australian Tourism Award winning venue run by second-generation owners Tim and Ange Chandler.

Silverband Lodge is located in the heart of Halls Gap, against the stunning backdrop of the Grampians National Park (Gariwerd). Acquired in 2023, it has long history of memorable camp and outdoor experiences, in a stunning natural setting. Both venues offer exceptional outdoor experiences, warm and friendly hospitality, & create special lifelong memories.

In the spirit of reconciliation, we acknowledge the Traditional Custodians of the land on which we gather and their connections to land, waterways and community. The banks of the Cave Hill Creek and the Fiery Creek have long been a meeting place for Wathaurong, Dja Dja Warrung and Djab Warrung to meet, socialise and trade. Halls Gap and Gariwerd too is a significant place of connection for the Djab Wurrung and Jadawadjali peoples. It is a privilege for us to continue these traditions.

LIVE THE OUTDOORS



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

EDUCATIONAL PURPOSE

The purpose of participation in outdoor adventure recreation programs is to:

- Allow participants to experience a range of outdoor recreation activities at a basic level

UNDERSTAND THE SAFETY ASPECTS OF OUTDOOR RECREATION ACTIVITIES

- Learn the importance of safe behaviours when participating in outdoor recreation activities
- Practice cooperation and the need to work as a team

DEVELOP PERSISTENCE, PRACTICE AND DISCIPLINE

- Have fun by engaging in an exciting and exhilarating activities

ACTIVITY

OUTLINE

1. Program activity sessions run from approximately 45 minutes to multiple day journeys. Program activities begin with an assessment of participants' current knowledge, age, skills and experience. It is most often assumed that participants will have limited prior experience. The Silverband lodge instructor will brief participants on the aims and outline of the session/journey.
2. Participants will be instructed on how to fit any special personal equipment (e.g. helmets, harnesses, life jackets) and the Silverband Lodge instructor will check each participant's personal equipment.
3. The Silverband Lodge instructor will teach basic skills and techniques suitable for the age and ability of the participants.
4. The Silverband Lodge instructor will brief participants on safety hazards, including what to do in the event of an incident or accident.
5. The Silverband Lodge instructor will assess the skills and abilities of the group as a whole to determine how the remainder of the session / program / journey will be approached. This may include further skill development, games, extension activities or free time.
6. Participants will be supervised throughout the session. User Group staff are responsible for group supervision during and enroute to activities.
7. At the end of the session / day there will be time allocated for pack up and may include a brief discussion on group and individual learning (debrief). This may also include the transition to overnight (camping and catering) arrangements on a journey program.

EQUIPMENT

- All Silverband Lodge leaders are familiar with the safe use and maintenance of equipment used for adventure activities.
- Silverband Lodge will provide all specialist personal and group equipment, unless otherwise specified.



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

- Participants will provide clothing suitable for weather conditions and the activity. Supplementary clothing / equipment lists may be provided for extended programs, or where exposure to extreme weather is possible.

COMMUNICATION

Silverband Lodge will ensure that an appropriate form of communication is available at all activity locations.

FIRST AID

It is the responsibility of the user group to administer first aid if required. The visiting group leader will also be responsible for all participant medical forms and for ensuring that medical forms and any medications (e.g. prescription medications, EpiPens, asthma and other medications) are readily available.

Silverband Lodge staff will have a first aid kit at the activity site; however, the **user group** is required to supply their own first aid kit(s). User groups should bring enough first aid kits /supplies to cover the size of their group and the type of program (e.g., multiple subgroups will require multiple first aid kits, especially if groups are operating off-site.)

All Silverband Lodge leaders hold a current first aid and CPR qualification and will assist in applying first aid if necessary.

TRANSPORTATION

In the case that Silverband Lodge will be transporting participants, transportation will adhere to the VICROADS licensing and registration requirements. Supervision of participants while in transit is the responsibility of user group staff.

PEOPLE

SILVERBAND LODGE STAFF

Silverband Lodge employees leading adventure activity programs are expected to maintain a high standard of program delivery. Silverband Lodge's delivery of Adventure Activities is guided by the DET Adventure Activity Guidelines and the Australian Adventure Activity Standards (AAAS) and associated Good Practice Guides (GPG). For detailed information regarding these resources see below:

DET Adventure Activity Guidelines:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities?Redirect=1>

AAAS & GPG:

<https://australianaas.org.au/>



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

OUTSOURCED ACTIVITY PROVISION

From time to time, some activity programs (on site and off site) may be delivered by third party contractors. These providers will be thoroughly screened and assessed for suitability by Silverband Lodge and will also be guided by the AAAS and the DET Adventure Activity Guidelines.

USER GROUP LEADERS / COMPETENT ADULT

It is a Silverband Lodge and DET requirement that participants must have a school representative / user group leader present at each activity. This may be a registered teacher or another approved school representative or competent adult.

The school representative / user group leader is responsible to act as an assistant to the Silverband Lodge leader or third party provider, and is primarily responsible for participant behaviour, group management and the overall welfare / pastoral care of their participants. An activity will not commence until a school representative / user group leader is present. It is also required that the school staff members / user group leaders read this guide and familiarise themselves with the activities they will participate in and their responsibilities.

If a user group leader participates in an activity (as opposed to supervises) they will be expected to complete all the same components as the students/ participants, without exception.

Schools and other visiting groups are responsible for obtaining **informed consent** from parents / guardians of participants prior to the activity. A list of participants, medical forms and parental authority should accompany the competent adult representative to the activity.

All **school representatives / user group leaders** with known medical conditions or other issues (e.g., poor swimming ability if participating in a water activity) that might compromise the group's risk management plan should make accompanying Silverband Lodge instructors aware of this condition.

ALL PARTICIPANTS INCLUDING PARTICIPANTS / MINORS & OTHER GUESTS

It is Silverband Lodge's expectation that participants act responsibly and respectfully towards the Silverband Lodge instructors, other participants, the public and the environment.

Appropriate clothing must be worn and if the user group has not ensured appropriate clothing for the conditions the program may be altered or canceled completely.

On extended programs (e.g. guided journeys) or more advanced programs groups will have received a personal clothing list specific to the expected conditions or activity. Ensure you check this before the program commences so that participants have appropriate clothing and equipment.



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

ENVIRONMENT

WEATHER

All activities may be affected by environmental conditions such as: wind, heat, storms, presence and power of waves and water temperature (in water environments). Silverband Lodge instructors will assess and inspect the location and determine the appropriateness of the activity proceeding with regard to weather and other variable conditions. If conditions deem the site unsafe, the activity will be either cancelled, modified or relocated.

LOCATION

Silverband Lodge conducts a range of activities at several locations. Locations most utilised include:

- State and National Parks. Silverband Lodge has a Licensed Tour Operator permit to operate in relevant parklands.
- Bushland areas on Silverband Lodge grounds
- Rivers including but not limited to; the Murray, Glenelg, Goulburn and Yarra rivers
- On lakes or dams located our sites
- On lakes that are located off site including but not limited to; Lake Fyans, Lake Wartook, Lake Bellfield Halls Gap
- Other inland waterways
- Enclosed and coastal waters including but not limited to; beaches, Westernport Bay and Port Philip Bay.



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

ADVENTURE RECREATION ACTIVITY DESCRIPTIONS

CANOE - SPECIALISED

Participants are introduced to basic paddling skills in a controlled area under supervision. Skill progression will occur once participants gain confidence and skill. Sessions may include games, a tour or journey and if conditions permit capsizing and self-rescue. (Transport required)

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|------------------|-----------------------------------|-----------------------------|
| Up to 16 | 8 Years to Adult | 1 – 2 hours to multi day journeys | Minimum 1 |

ROCK CLIMBING & ABSEILING – SPECIALISED

Participants are introduced to the fun of top rope rock climbing or abseiling on natural (rock) surfaces. Silverband Lodge instructors will set up a range of challenging top rope introductory climbs and abseils that participants can progress through as they gain confidence and skill. (Transport required)

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|--|-------------------------|-----------------------------|
| Up to 15 | Minimum age middle to upper primary school | 1 – 2 hours to full day | Minimum 1 |

BIKE RIDING – BIKE SKILLS / BIKE TOURING / MOUNTAIN BIKING - SPECIALISED

Groups can choose from; introductory basic skills sessions, touring, more challenging mountain biking or longer journeys. With the capacity to run onsite bike education and bike handling skills to extending more competent riders on local trails.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|----------------------------------|-------------------|-----------------------------|
| Up to 20 | Minimum age upper primary school | 1 hour – full day | Minimum 1 |

CHALLENGE ROPES COURSE (HIGH) - SPECIALISED

The purpose of the activity is to accept and overcome challenge, extend personal boundaries, work collaboratively with others, care for fellow participants and have fun.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|--|-------------|-----------------------------|
| Up to 15 | Minimum age middle to upper primary school | 1 – 2 hours | Minimum 1 |



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

RAFT BUILDING - SPECIALISED

This activity is aimed to build participants' planning and problem-solving skills through a series of steps to create a raft that will carry their group a short distance on an inland waterway. A fun activity that fosters camaraderie (Transport required)

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|----------|-------------|-----------------------------|
| Up to 15 | All ages | 1 – 2 hours | Minimum 1 |

TEAM BUILDING / INITIATIVE GAMES – NON-SPECIALISED

This activity is aimed at a series of sequential activities and games that build a groups' skill at planning, problem solving, teamwork, time management and communication. Can be run as a whole group activity or as part of rotations. Participants find this activity a lot of fun and fosters camaraderie.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|----------|-------------|-----------------------------|
| Up to 20 | All ages | 1 – 2 hours | Minimum 1 |

RECREATIONAL SWIMMING / WATER SAFETY - SPECIALISED

This activity is aimed at building the confidence of participants in a water environment including instruction on awareness of water hazards and how to be safe in the water for themselves and for others.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|-----------|---------------|-----------------------------|
| Up to 15 | 4 – Adult | 1.5 - 2 hours | Minimum 1 |

BUSHWALKING – SPECIALISED / NON-SPECIALISED

Whether a day bushwalk or overnight bushwalk, the aim of the activity is to explore the environs, consider the skill of their fellow participants, plan food and water breaks, consider weather conditions and develop an appreciation of the natural environment.

| Group Size Guide | Age | User Group Leaders Required | User Group Leaders Required |
|------------------|----------|-----------------------------|-----------------------------|
| Up to 15 | All ages | 1 hour to overnight | Minimum 1 |



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

ORIENTEERING – NON-SPECIALISED

The aim of the activity is to navigate to a series of markers onsite using either a map and recording the details of each marker for accuracy.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|------------------------------------|-------------|-----------------------------|
| Up to 15 | Minimum age - upper primary school | 1 – 2 hours | Minimum 1 |

ADVENTURE RACE / TEAM CHALLENGE – NON-SPECIALISED

The adventure race / team challenge is a sequence of challenges and activities that participants rotate through to achieve a common goal. It requires planning, cooperation, and teamwork. Participants find this activity a lot of fun and develops teamwork.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|----------|----------------------|-----------------------------|
| Up to 15 | All ages | 2 hours – 1 day plus | Minimum 1 |

ARCHERY – NON-SPECIALISED

A great way to bring out the Robin Hood in your camper's and challenge hand / eye coordination. Participants can develop a new skill while having fun and learning the importance of safety areas.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|----------|----------------------|-----------------------------|
| Up to 15 | All ages | 2 hours – 1 day plus | Minimum 1 |

BUSH COOKING – NON-SPECIALISED

The aim of bush cooking is to be out in nature and get back to the fundamentals of easy cooking on a campfire. It requires planning and preparation to create a final, edible product!

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|----------|----------------------|-----------------------------|
| Up to 15 | All ages | 2 hours – 1 day plus | Minimum 1 |



SILVERBAND LODGE ADVENTURE ACTIVITY PROGRAM INFORMATION FOR GROUPS (Appendix 1)

HUT BUILDING – NON-SPECIALISED

The aim of the activity is to build a bush hut – challenge campers to let their imagination run wild and design and build a shelter using nature's available resources.

| Group Size Guide | Age | Time | User Group Leaders Required |
|------------------|------------------------------------|-------------|-----------------------------|
| Up to 15 | Minimum age - upper primary school | 1 – 2 hours | Minimum 1 |