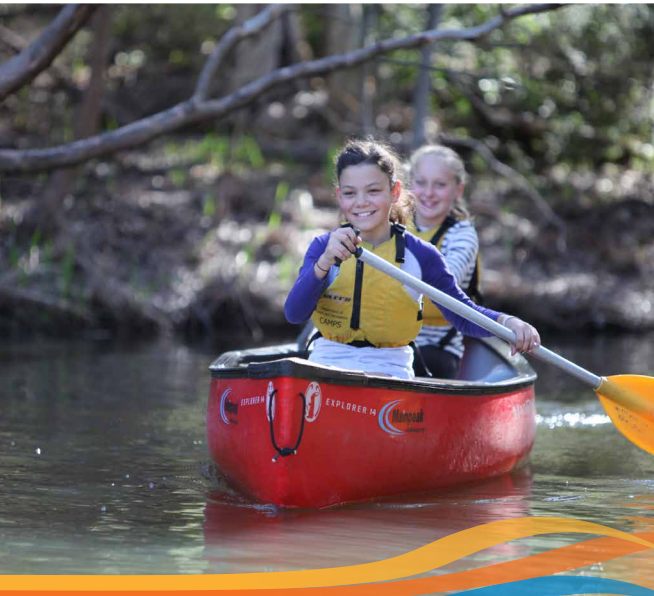




Department of  
**Local Government, Sport  
and Cultural Industries**



# **Bickley Outdoor Recreation Camp**

## **Client information pack**

# Preface

## Contact information

### General

Bickley Outdoor Recreation Camp  
Hardinge Road  
ORANGE GROVE WA 6109

Ph: +61 8 9492 9781

Fax: +61 8 9459 6432

Email: [bickley@dlgsc.wa.gov.au](mailto:bickley@dlgsc.wa.gov.au)

Website: [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)

### Bookings

#### Accommodation – Camps Bookings Office

Ph: +61 8 9492 9999 Fax: +61 8 9492 9998

Email: [campinfo@dlgsc.wa.gov.au](mailto:campinfo@dlgsc.wa.gov.au)

#### Programs – Bickley Outdoor Recreation Camp

Ph: +61 8 9492 9781 Fax: +61 8 9459 6432

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## Introduction

### Why come to camp?

Camp programs and overnight stays have the power to transform participants in a brief space of time. Bickley Outdoor Recreation Camp (Bickley Camp) provides a large range of adventure recreation programs that are designed to challenge participants on a variety of levels. Overnight communal living environments empower participants to develop various skills in an environment foreign to their everyday life.

Other benefits include:

- Development of communication, interpersonal, leadership and cooperation skills.
- Increasing participants' accountability for themselves, others and their environment.
- Awareness and management of emotions.
- Understanding of responsible risk taking.
- Teamwork and collaboration.
- Improved decision making and problem solving.
- Promotion of healthy lifestyle choices.
- Reduction in antisocial behaviour.
- Improved socialisation skills and strategies.
- Development of outdoor recreation knowledge and skills.
- Fun, and increased self-esteem and self-awareness.

### The experience

The Bickley Camp is more than a physical site available for group bookings. It's a special place where West Australians of all ages can participate in unique and exciting activities in a tranquil bush setting. Whether it's the conquest of the first abseil, the team success of building a raft or sharing a campfire with your peers, your time at Bickley Camp will be an adventure to remember.

### Sport and Recreation Camps philosophy

Our mission at Sport and Recreation is to enhance the life of West Australians through their participation and achievement in sport and recreation. Sport and Recreation Camps serve this mission as they are designed to provide physical activity and experiential learning opportunities through participation in outdoor activities.

Our camps are committed to encouraging maximum participation in a wide range of activities and programs. We believe that those who engage in our activities and programs will:

- Learn skills related to a particular physical activity and be confident participants in the future.
- Enhance their interpersonal and leadership skills.
- Improve their self-management, decision making and time management skills.
- Learn to appreciate the outdoor environment for sustainability in the future.

Promoting participation in physical activity is our main aim because we realise the added value sport and recreation has on our wellbeing. Therefore, we will always aspire to provide a safe and supportive environment for the West Australian (WA) community to attain the holistic benefits that come from quality physical activity.

### Purpose of this guide

Recreation camping in WA continues to be a popular leisure alternative for small to large groups from a range of sectors. DLGSC in its current and past forms (including the National Fitness Council; Community Recreation Council; Recreation Camps and Reserves Board; and Ministry for Youth, Sport and Recreation) has provided accommodation-based camping facilities for the public of WA since 1945, when the Bickley Camp was opened in Orange Grove.

Bickley Camp is becoming increasingly popular with a wide variety of groups in WA. Camps are also becoming increasingly risk-managed with staff in charge having moral and legal obligations to fulfil. The purpose of this guide is to assist organisers with the preparation of a high—quality, safe and successful visit at Bickley Camp.



## Information for schools

### Links to the curriculum

Our recreation programs allow students to develop skills within the Health and Physical Education learning area of the *Western Australian Curriculum Framework*.

Our programs also promote several of the Overarching Learning Outcomes and General Capabilities of the Curriculum Framework. More information on these links can be found in the *The 4th R* package at:

[www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps)

#### Department of Education (2003)

##### Excursions:

##### Off-Site School Activities

*“The Department of Education recognises that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. The provision of opportunities for students to learn from the wider community builds on and reinforces the school curriculum.”*

### Encouraging participation

The following are ideas and suggestions on how you can encourage parents and students to participate in a school camp.

- Use *The 4th R* resource to demonstrate the learning opportunities to parents, other teachers and administrators.
- Use resources and research on the following websites to advocate the benefits of the camp experience:  
[www.natureplay.org.au](http://www.natureplay.org.au)  
[www.beactive.wa.gov.au](http://www.beactive.wa.gov.au)
- Advertise the camp in your school newsletter.
- Run parent and student information nights as required and discuss the aims and objectives of the camp; links to the curriculum and student development; the camp location, policies and procedures relevant to the camp or excursion; and risk minimisation strategies that will be employed. Students may be able to have input into the structure of the camp including activities run by Sport and Recreation and by the school.
- Provide parents and students with the relevant Sport and Recreation links.
- Develop and implement a fundraising plan to secure sufficient funding if required.

Participants are encouraged to reflect on their experiences while on camp and record in a journal.



# About Bickley Camp

## Overview

Bickley Camp is located on the Darling Scarp alongside the picturesque Bickley Reservoir, 25 kilometres from the Perth CBD.

The camp offers dormitory and leaders' accommodation for up to 70 people, tent camping for 50 people and a day use area for up to 100 people. The facilities, equipment and programs are ideal for school, corporate, sporting, church, youth, family and community groups wishing to experience a variety of recreational and educational opportunities.

The natural bush setting means you can choose from a diverse range of outdoor activities including abseiling, flying fox, vertical challenges, leap of faith, crate climb, canoeing, raft making, orienteering, team building, search and rescue, mountain biking and swimming.

Bickley Camp is also ideal for field studies, music camps, retreats, leadership and professional development camps.

The camp's professionally trained staff can design and organise the right recreational experiences for your camp, function or professional development day.

## History

The foundations of the Bickley Youth Camp, as it was first known, go back to the early 1940s when, in response to a governmental need for the promotion of healthy recreation for the youth of Australia, the concept of a youth camp was discussed.

The National Fitness Council was designated to investigate possible sites for a camp and the idea reached fruition on 3 June 1945 when the official opening ceremony at Bickley Camp in Orange Grove took place.

At that time, a dining room, lecture hut, kitchen, store and shower rooms were the only buildings erected and campers were accommodated in tents.



Perseverance and hard labour on the part of the volunteers moulded the camp's character and encouraged the workers to appreciate this facility more than if everything had been provided for them.

Voluntary organisations of all kinds came to the Bickley Youth Camp to experience the new concept of camping and to learn the skills of sharing and living together.

Bickley, the State's model youth camp, was discovered by the Gould League of Western Australia in 1951 and annual, fortnight-long camps were held for many Year Six school children until the early 1990s. The T.S. Edmondson sanctuary was established by the Gould League with its commemorative sundial, seats and birdbath. The Gould League area was refurbished in 2015 to celebrate the Camp's 70th anniversary.



Improved facilities were gradually added to the Bickley Youth Camp, starting with the erection of huts. These old army-style buildings replaced the original tents. The construction of a 55 yard Olympic-standard swimming pool in the Bickley Reservoir was well received. The jetty was constructed using original timbers from the old Causeway.

A subsidised fee structure applied and in the early days it cost one shilling and threepence a day to camp at Bickley with proviso that special rates may be given to non-working groups.

Another early addition to the Camp was the old Pickering Brook schoolhouse. This stands just inside the gates and has been used over the years as a recreation room.

In the early 1950s, a youth hostel was built near the Bickley campsite by the Youth Hostels Association and was later gutted by fire.

Ted Bogan was the initial warden from 1945 to 1959. He didn't have separate accommodation at camp and had to leave for the weekends when there was a camp in. Ted would catch a lift with the water supply crew early on Monday morning to get back to camp.

***Opening of the Bickley Community Recreation Camp by the Hon. J T Tonkin MLA, 3rd June, 1945***



A Warden's hut was fitted out for the next warden, Bert Wilkinson, who retired in 1976.

Bill Booth, the next warden spent many hours building the stone walls, BBQ area and the amphitheatre. Bill remained as an enthusiastic warden until 1988.

In 1985 the dormitories were rearranged and ablution blocks were incorporated under the same roof.

Recreation activities started to emerge with the arrival of Russell Small, the Camp Manager. One of the first ropes courses in the State was constructed and became a well utilised facility for over 20 years. Abseiling, canoeing, orienteering and other recreation activities started to become part of a campers' itinerary.

In 1995 the Department of Sport and Recreation (formerly the National Fitness Council and various other names) camps chain started to focus on all their camps having a higher degree of structured recreational activities. Bickley staff members, Craig Waite and David Hall, were heavily involved in creating the range of programs available to client groups and were instrumental in training up a variety of other professional instructors to assist with the program delivery.

Aaron Bertram became the new Camp manager in 2005. With the support from David Hall and Bernadette Bennett, the camp has been able to expand its program options even further. In 2017, the Department had a name change to DLGSC - Sport and Recreation. Sport and Recreation is looking to invest in the camp through a capital upgrade plan that will continue to service the community well into the future.



## Directions

If using a GPS the address is 170 Hardinge Road, Orange Grove, WA, 6109.

### From Tonkin Highway (south)

- Turn RIGHT onto Gosnells Road East, Maddington
- Turn LEFT onto Reservoir Road, Martin
- Turn RIGHT onto Maddington Road, Orange Grove
- Continue along onto Hardinge Road, Orange Grove

### From Tonkin Highway (north)

- Turn LEFT onto Kelvin Road, Orange Grove
- At the roundabout take the SECOND exit onto White Road, Orange Grove
- Turn LEFT onto Hardinge Road, Orange Grove

### From Roe Highway and Leach Highway (west)

- Turn RIGHT onto Welshpool Road (East), Welshpool
- Turn RIGHT onto Tonkin Highway, Welshpool
- Turn LEFT onto Kelvin Road, Orange Grove
- At the roundabout take the SECOND exit onto White Road, Orange Grove
- Turn LEFT onto Hardinge Road, Orange Grove

### From Orrong Road (north)

- Continue on Welshpool Road East, Welshpool
- Turn RIGHT onto Tonkin Highway, Welshpool
- Turn LEFT onto Kelvin Road, Orange Grove
- At the roundabout take the SECOND exit onto White Road, Orange Grove
- Turn LEFT onto Hardinge Road, Orange Grove

### From Albany Highway (north or south)

- Turn LEFT onto Kelvin Road (from north) or RIGHT onto Kelvin Road (from south), Maddington
- At the roundabout take the THIRD exit onto Maddington Road, Maddington
- Continue onto Hardinge Road, Orange Grove

**Handy hint: Remember to take this pack with you for driving directions and our phone numbers.**

## Staff

### Our team

Bickley Camp is administered through Sport and Recreation.  
The camp management team consists of:



Aaron Bertram  
Manager  
Telephone: 08 9492 9782  
Email: [aaron.bertram@dlgsc.wa.gov.au](mailto:aaron.bertram@dlgsc.wa.gov.au)



David Hall  
Assistant Manager  
Telephone: 08 9492 9781  
Email: [david.hall@dlgsc.wa.gov.au](mailto:david.hall@dlgsc.wa.gov.au)



Bernadette Bennett –  
Senior Program Coordinator  
Telephone: 08 9492 9783  
Email: [bernadette.bennett@dlgsc.wa.gov.au](mailto:bernadette.bennett@dlgsc.wa.gov.au)

A dedicated team of highly-qualified outdoor instructors deliver and facilitate our adventure programs, together with a cleaning team who maintain the camp.

A central bookings and administration branch is based in our Leederville office. For information regarding the facilities at our camp or camp programs offered, please contact the camp directly on 9492 9781. To make an accommodation booking, contact our bookings office on 9492 9999. For day programs, contact the camp directly on 9492 9781.

### Staff qualifications

All of our staff are required to have Working With Children Checks (WWC) and a Fit2Work clearance. All our casual program instructor staff and full time staff members also hold current first aid qualifications.

Camps staff who are involved in specialist recreation program instruction (roping, land and aquatic) hold additional qualifications relevant to the particular program they are delivering. All staff are required to participate in a formal induction process for each program they conduct and need to demonstrate to designated senior staff members that they are competent to run the program independently.

For privacy reasons, we are unable to provide individual clients with copies of individual staff certifications and qualifications. A letter stating that all Sport and Recreation staff working directly with their group hold all the necessary and relevant qualifications can be supplied upon request.

## Camp facilities

The Bickley Camp has three distinct areas: the Kookaburra dormitories, the Billabong tent area and the Billabong day area. Access to particular facilities is dependant upon your booking.

Our accommodation areas have a standard check-in time Monday–Saturday of 2pm and a check-out time of 10am. Sunday and public holidays have a check-in time of 5pm and check-out time of 2pm. Alternative arrival and departure times may be arranged by contacting the camp directly.

### Kookaburra dormitories

The dormitories are in close proximity to each other and are separated by a common grassed area.

The Kookaburra dormitories have the following features:

Capacity	64 persons
Type	Bunk beds
Rooms	Four sleeping quarters (Marri, Banksia, Wandoo, Jarrah)
Configuration	Eight bunks per quarter
Ablutions	Shared and disabled
Outdoor facilities	Extensive covered verandas
Catering	Accolade Catering or self-catering
Minimum stay	Two nights (three nights on public holiday weekends)
Bedding	Bring your own (see page 17)

To view floor plans for the [Kookaburra Dormitories](#)





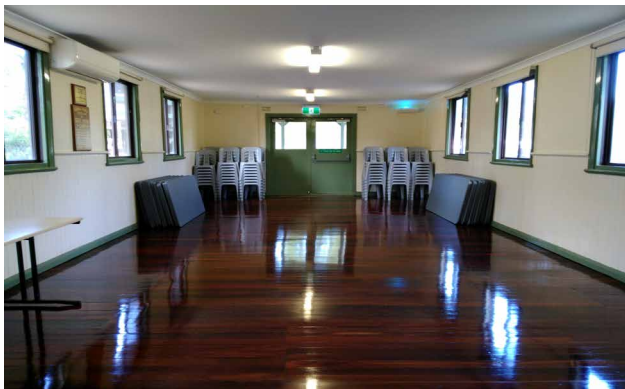
## Kookaburra leaders' hut

Capacity	6 people
Type	Single and bunk beds
Rooms	One hut
Configuration	2 singles, 2 bunks
Ablutions	Shared external ablutions

Use of the leaders' hut is available at no extra charge to all clients who book the Kookaburra campsite area. This building contains a small fridge.

## Kookaburra dining room

This facility can seat up to 80 people. Trestle tables and chairs are provided and can be set up by the client group in a configuration to suit their needs. A split system heating and cooling system, bar fridge and hot water dispensing unit are also located in the dining room area.



## Kookaburra kitchen

The Kookaburra kitchen is located adjacent to the dining room. It includes a large commercial freezer unit, commercial dishwasher, cool room, large stainless steel preparation bench, commercial microwave, ovens and gas rings, and a conveyor toaster. A wide variety of cooking and serving equipment are available for use.



## Kookaburra meeting room

The Kookaburra meeting room can seat up to 80 people. This room has a split system heating and cooling system, DVD player, a flat screen wall-mounted television, trestle tables and chairs, piano and table tennis table. The TV has cabling to connect to Apple and PC computers.



## Kookaburra amphitheatre

The amphitheatre area has open air seating for approximately 100 people. The seating consists of a combination of tiered seating and single level seating. The area has lighting and power available.



## Kookaburra campfire

The designated campfire area can be used by client groups during the designated campfire season and is dependent upon favourable weather conditions. Camp staff will inform you of its availability during your stay. The camp does not guarantee that wood will be available. Check with the camp prior to your arrival.

## Billabong tent area

Capacity	50 people
Type	Tents (not provided)
Ablutions	Shared external ablutions
Facilities	Gazebo (seats 25), wood campfire rings, gas BBQ, fridge freezer
Catering	Self-catering or Accolade Catering (professional)
Minimum stay	One night



## Billabong day area

Capacity	100 people
Ablutions	Shared
Facilities	Gazebo (seats 25), wood campfire rings, gas BBQ
Catering	Self-catering or Accolade Catering



## Camp buildings

### Bickley Camp office

The Bickley Camp office is located adjacent to the main entrance of the camp. All visitors to the site should register at the office upon arrival. Group leaders can collect keys from the office during normal business hours. Emergency contact numbers and a site map are located adjacent to the office door. If the office is vacant, a staff member may be contacted via the radio intercom or by phoning the on-call number on 0429 115 723.

### On-site residence

A Sport and Recreation staff member resides on-site and is able to assist where possible with site security and emergency response requirements. General enquiries and minor issues should be directed in the first instance to the on-call officer, contactable on 0429 115 723.

### Sport and Recreation storage sheds

The Bickley Camp has numerous sheds used to store recreation, cleaning and maintenance equipment. These areas are not to be accessed by non-Sport and Recreation employees.

## Catering

Your catering needs can be provided for by our contract caterers Accolade Catering (WA). Menu options and other information are available by contacting Accolade Catering on 1300 888 141 or visit their website: [www.accoladewa.com.au](http://www.accoladewa.com.au).

[Self catering](#) is also available to guests staying in the Kookaburra dormitories. A small fee applies.

No access to the Kookaburra kitchen or dining room is available to tent and day users.

## Cleaning requirements

### Billabong tent area

Please ensure all lights and taps are turned off and all rubbish is placed in the appropriate bins provided. Check to ensure you have all personal belongings before locking the gate and returning the keys.

### Kookaburra dormitory area

In addition to the above, ensure mattresses are placed against the wall on the bunk beds and pillows stacked on the side tables. Sweep or vacuum all buildings. Vacuum cleaners, mops, dust pans, brooms and brushes are available for use.



## Recreation

Programs facilitated by Bickley Camp staff members were first delivered in 1988. Bickley Camp was the first Sport and Recreation campsite to offer outdoor recreation programs. Over the next two years, under the management of Russell Small, the camp facilitated a range of activities including orienteering, low ropes, team games, bushwalking, abseiling, flying fox and canoeing. During the past two decades, the Camp has expanded its range of outdoor recreation program options. The camp currently offers over 15 different standard program options. In addition to these programs, the camp continues to facilitate a wide range of custom programs for school and non-school groups.

The primary outcome of programs offered at Bickley Camp supports Sport and Recreations emphasis on promoting healthy and active lifestyles.

By incorporating participation in recreation and physical activity during camping experiences, recreation programs provide a chance for the camp's guests to experience new activities, learn or develop new skills, explore the benefits of physical activity and promote the maintenance of healthy lifestyles.

In order to meet these outcomes, the Bickley Camp operates on the ethos of "Challenge by Choice".

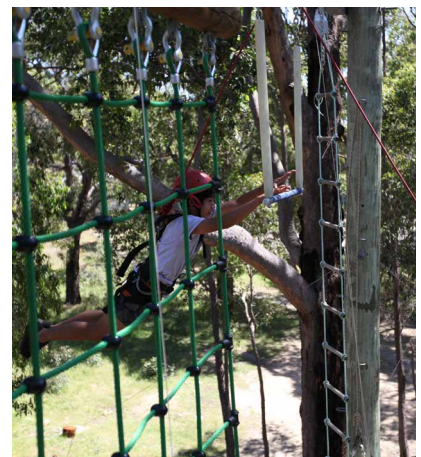
Challenge by Choice is defined as follows:

*All camp instructors facilitate programs in accordance with the philosophy of "Challenge by Choice". This is based on experiential learning theory, which we define as being able to undertake an experience that a participant can relate back to their life or existing lifestyle in a positive way.*

*There is an understanding that everyone has varying thresholds for challenge and these challenges can range in their nature and variety. We aim to provide an experience that enables participants to determine their own level of challenge and broaden and develop their perceived limitations through participation in adventure activities both in individual and team environments.*

*All Sport and Recreation Camps staff will aim to provide a safe experience in which the participant can explore and extend their abilities and limitations. Both the Sport and Recreation Camps Program Standards and Instructor Code of Ethics encompass that overriding intent. Participation through excessive pressure and intimidation will not be supported by Sport and Recreation Camps.*

*This ethos recognises that the **attempt** is as significant as the result.*





## Recreation programs

Following is a list of the structured recreation programs on offer at Bickley Camp. Year levels are based on recommendations from the Department of Education (DoE). Some programs are offered to younger students however, please contact the camp for more information.

Program activity	School years	Description
<b>ROPING PROGRAMS</b>		
Abseiling	Year 7+	Beginner and advanced programs are available through Bickley Camp (advanced for Year 9+ only). The beginner program consists of a five and 10 metre abseil on natural rock adjacent to the campsite. The advanced program utilises redundant quarries in Perth that have been approved and modified for the purpose of abseiling and climbing. All programs are run by highly skilled and accredited staff.
Crate Climb	Year 5+	A roping program that involves the group building structures to allow each participant to climb to various heights as required by the task. Although only one person is climbing at a time, the rest of the group are required to stabilise the structure and add to its complexity. Participants leaving the ground are attached to a safety line and everyone wears protective helmets.
Flying Fox	Year 3+	Offers a 50m high speed traverse across the picturesque Bickley Reservoir. Participants can add extra challenge and excitement to the activity once they are familiar with the operation and are deemed confident.
Leap of Faith	Year 8+	This activity consists of a 9m high wooden pole, with a small platform on top. Participants are required to climb the pole, stand on the platform and then jump for a trapeze bar. Nerves of steel are required for this Leap of Faith. All participants wear a full body harness and helmet.
Vertical Challenges	Year 5+	The Vertical Challenges activity consists of three independent climbing elements; a ladder climb, vertical cargo net and a pole climb that incorporates the use of rock climbing holds. Participants work in small groups to safely belay the climbers up each element before lowering them back to the ground. The use of belay banks allows all the participants to be involved at all times. Participants leaving the ground are attached to a safety line and everyone wears harnesses and protective helmets.
<b>LAND PROGRAMS</b>		
Guided Bushwalk	Year 4+	Participants are led on a 4.5km circuit by a qualified instructor through the Bickley Valley adjacent to the Camp. A wide variety of plant and animal life can usually be observed while completing this bushwalk.
Hut Building	Year 1+	A storm is coming. Participants work in small groups to construct emergency make-shift shelters in a bush environment. Before dismantling the shelters, they are tested for their sturdiness and ability to repel rain.
Icebreakers	Year 3+	A series of fun and interactive activities designed to break the ice. Participants work together with their group members to gain a greater understanding of themselves as a person and as a team member. These games are entertaining and a great way to begin your camp experience.
Mountain Biking	Year 7+	Bickley Camp offers two mountain biking programs – a beginners and an advanced. The beginners program requires a reasonable level of fitness and basic bike handling skills. This ride is 7km in length and takes you from Bickley Camp to Victoria Reservoir and back. The advanced program requires a moderate level of fitness and moderate bike handling skills. The advanced program is 13.5km in length and includes some downhill track and sections of rocky descent. Both rides take in the scenery of the Victoria Reservoir Catchment Area.
Advanced Mountain Biking	Year 8+	
Orienteering	Year 5+	Participants use topographical maps of the Bickley Valley to search for and locate markers in the surrounding area. Two-way radios are provided for Orienteering teams to keep in contact with the instructor. This program supports map reading skills, teamwork, prioritising, communication and cooperation to obtain more points than the other team/s. For groups with minimal experience in the use of topographical maps, the instructor will teach the participants how to use these maps effectively.
Search and Rescue	Year 5+	This program is popular as it supports map reading and deciphering skills in a team setting. Participants use detailed topographical maps of the Bickley Valley area and two-way radios to locate the missing military remnants and obtain the code words. They must be on the look-out for the enemy to avoid being captured.
Team Building	Year 1+	This program is a collection of team challenges designed to make participants think outside the square to solve an array of problems. The problems are designed to develop and improve group skills. Improved communication, cooperation, trust and leadership can be achieved through this program.
<b>WATER PROGRAMS</b>		
Canoeing	Year 4 +	Participants are guided through basic canoe manoeuvrability and safety aspects, including the techniques of rafting up and capsize recovery. Each participant is provided with a personal flotation device (PFD) and a paddle. During the session, participants may be involved in a number of activities including shuttle and obstacle course races, canoe polo, balancing challenges or simply a leisurely paddle on the reservoir.
Raft Making	Year 4 +	Participants are given advice on how to construct rafts using ropes, planks and drums. They then build rafts in teams in preparation for a major paddle challenge. This program is a unique team building activity, aimed at encouraging a group to work together more effectively.

## Clothing and attire during programs

Participants are required to wear appropriate clothing and footwear when participating in Sport and Recreation Camps programs.

- **Fully enclosed and secure footwear** must be worn during all programs.
- Hats should be worn on all programs.
- Shorts that cover, at a minimum, half of the thigh should be worn for roping programs.
- T-shirts that cover shoulders.
- Midriff tops should not be worn on any program.
- Long hair must be secured in a pony tail when participating in roping programs.
- Long necklaces, chains, scarfs or similar items are to be removed before the commencement of roping programs.
- Participants should wear a t-shirt or rash vest and shorts when participating in aquatic programs.
- Body piercings may need to be covered on request from the instructor in charge.

## Inclusivity

Bickley Camp can cater for most user groups. The dining room, meeting room and dormitories can be accessed by people in wheelchairs. The dormitories have designated wheelchair accessible ablutions.

The campsite is located in a valley. This can make it difficult for all user groups to access all parts of the camp environment. Camp management highly recommends that interested client leaders arrange a site tour to discuss the needs of the group and to determine the suitability of the campsite.

Some programs can be modified to include all participants. Please discuss options with the camp directly.

## Department of Education Guidelines

All Adventure Recreation Programs at Bickley must achieve at minimum the DoE Guidelines for Outdoor Education and Recreation Activities. In consideration of specific environments at the site, variations from the department's guidelines exist to increase safety.



## Recreation facilities

### The Bickley Reservoir

Sport and Recreation uses the reservoir to conduct aquatic programs. Client groups are permitted to bring their own non-motorised water craft (excluding yachts or catamarans) to use on the reservoir. Client groups are responsible for ensuring the safety of their participants when using their own equipment.

Swimming in the reservoir may be unavailable due to water quality issues or operations. Groups wishing to swim in the reservoir need to check with camp management upon arrival.

### Kookaburra basketball court

The basketball court is used by Sport and Recreation staff to deliver some land-based programs. The court has a basketball backboard at each end. Lighting allows the court to be used at night time.

### Self-directed programs

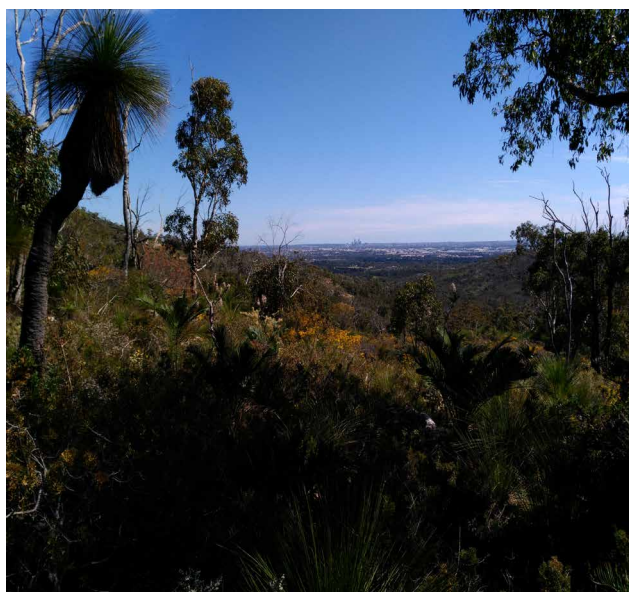
Bickley Camp has a small range of self-directed programs that can be delivered by camp leaders. Further information about these programs can be obtained by contacting the camp.

### Free play equipment

The camp has a very limited range of sporting equipment. Client groups are advised to bring their own personal sporting equipment.

### Walk trails

A number of walk trails of varying length and difficulty are located adjacent to the camp. Further information about these walks can be obtained by contacting the camp.



## Information for camp event leaders and supervisors

### Event leader/supervisors' responsibilities

#### What is your role on camp programs?

All clients with participants under the age of 18 years MUST supply appropriate adult supervision at each program site. Bickley Camp staff members will supervise the participants while participating in Sport and Recreation facilitated programs and minimise the risk of injury to them wherever possible. Event leaders/ supervisors are required to take responsibility for the monitoring of the group and individuals' behaviours, and enforce disciplinary actions as required. Sport and Recreation staff members have the right to discipline or remove participants from a program either temporarily or permanently if they are deemed a risk to themselves or others in the group.

We encourage leaders/supervisors to participate in all programs to build a strong rapport with the group, provide duty of care, assess where appropriate and enjoy the experience for themselves.

#### Creating a positive experiential environment

We expect event leaders/supervisors to ensure the following:

- Participants are on time and prepared adequately for the specific program.
- Participants are encouraged through a positive, non-intimidatory approach to the program.
- They themselves participate in the activities, however be aware if the program requires problem solving or decision making, event leaders/ supervisors should refrain from providing too much support to avoid impeding the skill being demonstrated.

There may be occasions where event leaders/ supervisors are asked to help facilitate certain aspects of a program. The instructor will discuss this responsibility with the event leaders/supervisors prior to the commencement of the program.

#### What is your role outside of camp programs?

It's recommended that a supervision roster is developed to supervise free time, meals and other activities. It's also recommended room checks are done after lights out to ensure participants are asleep. It's expected that all event leaders/supervisors are briefed about their roles and responsibilities prior to coming to camp.



## Camp organiser (event leader)

### What to bring to camp

As well as including the items on the participants what to bring list on page 17, the event leader should also pack:

- Alarm clock/phone with alarm
- First aid kit
- Day backpack
- Client information pack
- Camera
- Relevant paperwork including student medical forms, emergency response document, camp plan
- Whistle or equivalent
- Mobile phone and charger

### What to leave at home

- Chewing gum
- Spray aerosol cans (use roll-on deodorant and insect repellents)
- High-heeled shoes

### What to bring for self-catering

- Tea towels
- Dishwashing liquid
- Matches
- Knives for food preparation
- Non-abrasive scourers (no steel wool)

### Emergency plan

The *Bickley Emergency Response Plan* can be found in the Camps Resources section of the Sport and Recreation website:

[www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps)

The on-call mobile number is 0429 115 723.

### Risk management

#### First aid

Sport and Recreation Camps staff are required to have a current senior first aid or equivalent qualification as a minimum. In the event of an injury occurring to a participant during one of our programs, our staff will provide first aid care. First aid care may be handed over to the client group if they have personnel capable of delivering an equivalent or better standard of care due to their training and experience upon their request.

Bickley Camp management highly recommends that every client group should have at least one qualified and current first aid practitioner and their own

comprehensive first aid kit on-site at all times.

Epi-Pens are available on the office verandah in a locked cabinet. Your gate key will open the padlock to provide you with access. Contact the on-call staff member on 0429 115 723 if you are having difficulty gaining access.

An Automated External Defibrillator (AED) is located on the office verandah in a marked, unlocked cabinet. Participants who are sick, ie gastroenteritis, should not attend camp. If ill at camp, isolate from other participants and contact the on-call staff on 0429 115 723.

A vehicle that can be used for emergency transport is highly recommended.

### Smoke detectors

Hardwired smoke detectors with battery backup are located in the Kookaburra dormitories, leaders' hut and the meeting room.

### Muster points

Two separate muster points (emergency assembly areas) are located in the camp grounds. Muster Point One is located at the amphitheatre adjacent to the Kookaburra dining room. Muster Point Two is located at the gazebo in the Billabong area.

### Exit signs

Do not cover exit signs with any items.

### Security

It is highly recommended that gates are locked at night and vehicles locked when not in use.

### Alcohol policy

The *Sport and Recreation Camps Alcohol Policy* can be found at: [www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps)

### Client briefing

The majority of client groups will receive a client briefing upon arriving at camp. Groups arriving on weekends or late at night may not receive this briefing. It's essential for groups arriving during these times to have an event leader attend the camp prior to the group arriving to discuss the camp rules, cleaning requirements, risk management and emergency response protocols and other important information.

## Camp considerations

Bickley Camp is a beautiful place. You can help protect it by:

- Ensuring all rubbish is placed in the appropriate bins located throughout the campsite.
- Respecting and caring for plants and animals.
- Swimming in the reservoir only as directed by the Bickley Camp management.
- Lighting fires only in designated campfire/cooking areas in accordance with fire restrictions.

## Boundaries

The boundaries of the camp are shown on the map on page 21.

## Eating and drinking in dormitories

The consumption and storage of food and drinks in dormitories can attract unwanted guests and cause damage to camp property. We ask clients not to eat or drink inside dormitories. Drinking water is permitted.

## Moving mattresses

Mattresses and pillows are not to be removed from their location without camp management approval.

## Drink fountains

Water fountains are located in the Kookaburra area at the main entrance to the meeting room, rear of the kitchen and on the northern verandas of the dormitories.

A water fountain is located next to the washing-up area in the Billabong area.

## Bins

A number of bins are located throughout the Bickley Camp. Bins that are green or blue in colour are for non-recyclable materials. Bins that have a yellow lid or are yellow in colour are for recyclable materials. It would be much appreciated if the correct waste materials are placed in the correct bins and bulky items are flattened or broken down before placing them in the bin.

## Doors

The Kookaburra dormitory doors can be locked. Clients will be provided with one set of keys to access all client related areas. The meeting room and leaders huts can be locked to secure valuables. There are two lockable cleaning/storage rooms in the Kookaburra dormitories.

## Footwear

It's highly recommended that enclosed and secure footwear be worn at all times when outdoors. Secure and enclosed footwear is required for all DLGSC facilitated programs, including aquatic programs.

## Damages and breakages

Damages and breakages should be reported to the event leaders/supervisors and Bickley Camp staff as soon as possible. This will allow for repairs or replacements to be organised and address any safety concerns.

Damages and breakages will be assessed on a case-by-case basis. The circumstances that led to the damage/breakage occurring will be taken into account when determining liability and cost recovery.

## Camp duties

The event leaders/supervisors are responsible for the creation of duty rosters for the students and themselves. Camp duties may vary depending on whether the group chooses to self-cater or use our Accolade Catering. Duties may include cleaning the dining room after meals, the dormitories, meeting room and the camp grounds.

## Dining room

The Kookaburra dining room is supplied with sufficient rectangular trestle tables and chairs to cater for the capacity of the area. Groups can set up the tables and chairs in a configuration to suit their needs and group size. Tables and chairs may be moved outside temporarily if required. Tables and chairs should be clean and dry before putting away in the dining room.

## Wildlife

Bickley Camp is located in the Bickley Valley catchment area and has numerous species of flora and fauna within and outside the camp boundaries. Wildlife that lives in the Bickley Reservoir is protected and is not to be removed under any circumstances. The feeding or removal of wildlife including wildflowers is prohibited.

A brochure, "Plants in the Bickley Valley", is available upon request.

## Camp kitchen - Billabong Tent area

The camp kitchen must be left in the same conditions in which it is found. A checklist regarding the operation and cleanup will be provided. Campers are required to employ "Leave No Trace" principles.

## Information for parents and guests

Going on a camp is exciting for most people but can be terrifying for others. It's important that parents talk with their children prior to them going on camp to discuss any concerns they may have: such as missing home, sharing with others or fear of participating in a certain program. Parents/guardians should reassure the child that they are in good hands and that the event leaders/supervisors and Sport and Recreation Camps staff will take good care of them. Remember to also discuss what they are looking forward to or are most excited about attending camp. Talking with your child on a number of occasions prior to them attending camp will help prepare them for the camp experience. Children who have had a sleep over at family member's or friend's house prior to camp are generally less likely to be homesick while on camp.

## Participants – what to bring

### Personal gear list

When staying at Bickley Camp, the following items are recommended for each participant:

- Sleeping bag or blankets (required)
- Pillow slip and single bed sheet (required)
- Suitable clothing for weather conditions, ie long pants, jumpers, tracksuit pants for winter and shorts, t-shirts and hats for summer months.
- Raincoat and rain pants
- Underwear (required)
- Swimming attire
- Two towels (shower and swimming) (required)
- **Two pairs of enclosed and secure footwear (one for water activities)**
- Thongs (shower, inside buildings)
- Hat (required)
- Sunscreen and sunglasses
- Torch (optional)
- Toiletries (required)
- Water bottle (required)
- Personal medications – e.g. diabetes, Ventolin, EpiPen (required)

## What to leave at home

- Chewing gum
- Spray aerosol cans (use roll-on deodorant and insect repellents)
- Expensive jewellery and other expensive personal items (not covered by DLGSC insurance)
- Mobile phones (parents can contact the event leaders/supervisors in an emergency)
- High heeled shoes

## What else to bring

- Positive attitude
- Willingness to participate
- Encouragement for your peers
- A smile!

## Medical conditions and medications

It's important that the group supervisors and Sport and Recreation Camps staff have ready access to relevant medical information to be able to respond appropriately to an emergency situation and prevent further injury. Medications should be stored appropriately and located within close proximity to the person to whom the medication belongs.

## Comforts

Bickley Camp provides traditional camp-style accommodation. The Kookaburra dormitories don't have heating and cooling and we request that you do not bring heating or cooling items on camp. The camp has a limited power capacity and can be overloaded by additional high power consumption items. Please ensure you bring plenty of warm clothing and bedding during the cooler months and loose and light clothing and bedding in the summer months.



## Frequently asked questions

### Can we come for a picnic, party or day excursion?

Yes. The Billabong Day Area can be booked directly through the camp on (08) 9492 9781. If you are interested in our adventure programs please advise the camp staff at the time of booking.

### Can our group check-in before 2pm?

Check-in time for accommodation groups is 2pm. Groups can arrange an early arrival time by contacting the camp on 08 9492 9781. Groups arriving earlier need to be flexible and may not have access to all facilities prior to 2pm.

### Can our group stay later than our 10am check-out time?

Check-out time is 10am. Groups can arrange a late departure by contacting the camp on (08) 9492 9781. Groups departing later need to be flexible and may not have access to all facilities.

### Can we hire audiovisual or meeting equipment?

The Kookaburra meeting room has an electronic whiteboard, DVD player and wall-mounted flat screen TV with USB input. The camp does not have a data projector, laptops or other media sound equipment for use or hire. Groups wishing to bring equipment on-site must consult camp staff prior to their arrival. Arrangements may be required to plan for appropriate power access.

The camp has multiple accommodation areas on-site including an onsite residence. Guests need to consider this when conducting events (e.g. sound volume, finish times).

### Can we use Bickley Camp for parties, weddings and conferences?

Bickley Camp is primarily an adventure recreation camp and does not cater for groups requiring conference-style facilities. Point Walter Recreation and Conference Centre is suitable to conduct conferences, weddings and large scale events.

### Can we drink alcohol at Bickley Camp?

All groups wishing to consume alcohol during their stay must abide by the Sport and Recreation Camps Alcohol Policy, which can be obtained from our website: [www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps) or our bookings office on (08) 9492 9999. The group leader must lodge a written request to the Camp Manager prior to their stay, stating how they intend to meet the conditions stipulated in the Alcohol Policy.

### Is smoking permitted at Bickley Camp?

Smoking is not permitted at Bickley Camp as it is a government facility. If you wish to smoke you need to do so outside the camp precinct and a minimum of 10 metres from any building or structure.

### How do we book accommodation or facilities?

Accommodation and facilities for all of our camps are booked through our Bookings Office 08 9492 9999 or [campinfo@dlgsc.wa.gov.au](mailto:campinfo@dlgsc.wa.gov.au). Day use areas are booked directly through the camp on 08 9492 9781. The bookings office checks the availability of areas at all Sport and Recreation Camps and provides assistance with regards to accommodation, costs, deposits and refunds. You can also book accommodation areas through our website: [www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps).

Further information specifically about our accommodation facilities is available on pages 9 & 10 of this package, or at: [www.dsr.wa.gov.au/bickley](http://www.dsr.wa.gov.au/bickley).

### How do we make a booking for recreation programs?

Groups interested in our exciting recreation programs can find information at our website: [www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps)

The majority of our programs are conducted over a 90 minute period and limited to 18 participants per session. When booking, speak to one of our staff who are highly skilled in designing a schedule of activities for your group, for any budget, timeframe or group size. Please call the camp directly and speak to one of our staff on 08 9492 9781.

### Are there any free recreational activities at Bickley Camp?

There are a number of activities that are free of charge in the Bickley Valley area. There are numerous walking and mountain biking opportunities adjacent to the camp. The camp has a multi-purpose court area that is available to Kookaburra clients.

Active games, ie football and frisbee, should not be played on the natural lawn area between the Kookaburra dormitories.

The camp has a limited supply of sporting equipment – groups are advised to bring their own sporting equipment if they wish.

### Can we have a campfire?

Campfires are an enjoyable way of bringing your group together by sharing a song or story, especially in the evenings. They are also a great way to practise some campfire cooking.

Campfires do pose some risks and need to be managed appropriately. Campfires may be used at Bickley Camp under the following conditions:

- Check with camp management to see if camp fires are permissible.
- Campfires are only permitted in designated fire pits.
- Fire bans generally apply between 1 December and 31 March each year.
- The campfire is to be no larger than 1m wide, 1m long and 1m high.
- A responsible event leader/supervisor is required to be in attendance at all times.

Please check with the camp staff on the day for any site-related restrictions.

### Can we use a picnic area if we are only at Bickley Camp to participate in some of your recreation programs?

Groups wishing to have a meal within the Bickley Camp grounds will need to book an area if they haven't already booked an accommodation area. The camp and bookings staff will determine your requirements based on your group size and arrival and departure times.

Groups coming to Bickley Camp for a program that do not require an area as a base (i.e. do not require showers or a meal area) may not need to hire a day area. Day groups that require BBQ and/or shower facilities will need to book the Billabong day area (minimum charges will apply).

Please discuss your group's needs when you book your day program directly with the camp on (08) 9492 9781.

### Can we have a one night accommodation booking?

We do not allow a one night booking for our Kookaburra dormitory. We do allow one night bookings for the Billabong tent area. This policy is in place to allow groups that are not able to afford dormitory-style accommodation to access

alternative facilities at a cheaper rate (groups to supply their own tents).

On occasion a one night booking for the Kookaburra dormitories may be allowed. These bookings are approved by the Business Manager of Camps and need to meet the following conditions:

- Use a one night booking space created by existing bookings.
- Use a space unlikely to be booked (i.e. desired booking available space within 30 days) and currently not booked.

For information on one night bookings, contact the Camp Manager on (08) 9492 9782 or email: [aaron.bertram@dlgsc.wa.gov.au](mailto:aaron.bertram@dlgsc.wa.gov.au).

### **What happens if we cancel our booking?**

The staff at Bickley Camp take care of all enquiries other than booking of accommodation, transfer of dates or cancellations. These tasks are coordinated by the bookings office, phone 08 9492 9999 during normal business hours. Penalties may apply for cancellations depending on the length of notice provided.

### **Is medical equipment available for clients to use on site?**

A defibrillator and Epi-Pens are located on the office verandah. The gate key is required to access the Epi-Pens. Contact the on-call officer if you require assistance on 0429 115 723. It is highly recommended that you bring a comprehensive first aid kit with you.

### **Is public WiFi available?**

Public WiFi is available. The event leader can ask a Bickley staff member for the password. WiFi can only be used for legitimate purposes.

### **How many car bays are available?**

There are approximately 10 marked bays in the Kookaburra area. There is enough informal parking space for 20 additional vehicles.

At the Billabong area there is enough parking spaces for 30 vehicles.

### **Are laundry services available?**

A commercial dryer and washing machine are available for Kookaburra clients. Four \$1 coins are required to operate each machine. You need to buy your own top load washing machine powder or liquid.

# ORGANISING CHECKLIST

The following is the minimum recommended timeline for organising your camp. Bookings can be made up to 13 months in advance. Initial bookings will require possible arrival/departure dates, accommodation requirements, ages and estimated numbers. A tour of the camp can be organised by contacting the camp direct.

## Once your camp is booked

- Contact Bickley staff to discuss the various program options (if possible 6-12 months in advance) - telephone 9492 9781.
- Pay deposit.
- Complete booking contract.

## Twelve weeks before camp

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Check your participant numbers to ensure your original estimate was realistic.
- Contact Bickley staff to confirm your details.
- Print external provider form ([www.dsr.wa.gov.au/camps](http://www.dsr.wa.gov.au/camps)) and complete your school's internal excursion proposal forms.
- Organise site visit (if you haven't done so already).

## Ten weeks before camp

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Confirm program options with Bickley staff.
- Organise a supervisory team consisting of an event leader and additional required supervisory staff for the camp.

## Six weeks before camp

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Distribute details of the camp to parents, including information for parents, excursion information letter and medical and consent forms.
- Begin collection of consent and medical forms.

Discuss catering options with Accolade Catering (if applicable) Menu can be found at: [www.dlgsc.wa.gov.au/catering](http://www.dlgsc.wa.gov.au/catering)

## Four weeks before camp

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Ensure all consent and medical forms are completed and returned.
- Confirm participant numbers with Bickley staff, plus any participants with special requirements.
- Confirm menu with Accolade Catering (phone 1300 888 141 or email [info@accoladewa.com.au](mailto:info@accoladewa.com.au)). A 50% deposit must be made on confirmation.
- Submit Sport and Recreation Camps [Alcohol Application](#) if necessary.

## Two weeks before camp

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Complete a supervision roster.
- Brief accompanying supervisory staff.
- Allocate participants into groups as requested by Bickley staff (camps programs have limitations in instructors to student ratios and what our resources can accommodate).

## On arrival

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Provide Bickley staff with final numbers.
- Receive pre-camp brief.
- Provide Bickley staff with participant numbers.

## On departure

- Provide Bickley staff with final participant and visitor numbers. (Need to sign Bickley Camp Departure Checklist).

## Post-camp

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Complete post-camp survey form.
- Discuss with Bickley staff the availability of your next booking.

## Ten days after receiving invoice

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Final payment due.



## Map and contact details



Hardinge Road, ORANGE GROVE

Telephone: 9492 9781

Facsimile: 9459 6432

Mobile: 0429 115 723 (emergency only)

Email: [bickley@dlgsc.wa.gov.au](mailto:bickley@dlgsc.wa.gov.au)

Web: [dlgsc.wa.gov.au/bickley](http://dlgsc.wa.gov.au/bickley)

