



Plan of Management

Scouts NSW – Camp Kurrajong Activity Centre

Introduction and Camp Overview

Situated on Crown Land, the Camp Kurrajong Activity Centre is located in the picturesque Kurrajong Hills of New South Wales.

Established in 1965, the camp serves as a hub for outdoor education and adventure activities, fostering personal growth and teamwork among Scouts and other youth groups. The site comprises a number of buildings, outdoors areas and camping facilities and facilitates, trains, prepares, reinforces, and supports youth, adult leaders, and many supporters across the wider Riverina regional community.

In 2019 and following the catastrophic Black Summer Bushfires, Scouts NSW was successful in securing more than \$5 million to upgrade the site.

Planned facility upgrades

The upgrades set to take place at the site include:

- Construction of new meeting hall, conference space, dining and kitchen area
- Construction of new accommodation for 80 people
- Construction of new outdoor amenities to support camping experiences
- New outdoor adventure equipment such as an activity tower, flying fox and archery
- Upgrades to roads and other services infrastructure including electricity and sewer
- Restoration of selected existing buildings

Mission

The mission of the site is to provide a safe and enriching environment where young people can develop essential life skills, leadership qualities, and a strong sense of community.

The site will largely remain accessible and available for Scouting Groups in the Region and across NSW.

The project will however, unlock a range of new commercial and community partnerships and opportunities.

Vision

Camp Kurrajong Activity Centre supports the Scouts NSW vision for a bright future through locally-based member experiences, fostering an improved relationship between people, promoting positive values and culture, and ensuring the long-term sustainability of its operations.

Planned infrastructure rebuilds, repairs, and improvements are designed to drive membership growth, rebuild resilience in this rural community, and facilitate a much-needed increase in the healthy activation of services that Scouts NSW offer across the Riverina region.

The target audience for the site includes:

- Scouting Groups from across NSW
- Schools

- Community Groups
- Sporting Groups
- Corporate organisations
- Not for profit / charities
- Families

Regardless of who the specific visitors are to Camp Kurrajong, Scouts NSW will operate and manage the site.

Purpose of the management plan

This management plan encompasses all aspects of the operation of Scouts NSW Camp Kurrajong Activity Centre, including facility management, program development, financial stewardship, and safety protocols. The plan reflects the way in which the site will operate following an investment of more than \$5m in funding.

Organisational Structure

The site will employ a management team and operational staff to deliver a suite of new programs and activities. The indicative structure will see the following roles:

- Activity Centre Manager: [Name, Contact]
- Programs Coordinator: [Name, Contact]
- Guest Experience Officers: [Name, Contact]
- Activities Instructors: [Name, Contact]
- Cleaners: [Name, Contact]
- Maintenance Officers: [Name, Contact]
- Housekeeping Staff: [Name, Contact]
- Catering Staff: [Name, Contact]

Note: the roles are yet to be filled, hence why names are left out.

Staffing details:

The site will be staffed by qualified and experienced employees. The minimum number of employees on site at any given time would be one, scaling up to 6 during a program/activity and 10+ during large events.

From time to time, employees will be required to stay on site and will be provided with staffing accommodation and amenities.

Visitor details:

The site is expected to be occupied by a range of customers. The maximum capacity for the site is expected to be no greater than 200 people at any given time.

The maximum overnight capacity would be:

- 100 in hard top accommodation (beds)
- 50 across the camping area

The Site will primarily be used by groups in direct relation to Scouts NSW and occasionally third party (such as those listed on page 1) groups who can hire the site for their own community activities (independent of Scouts).

Waste collection/management details:

- Waste will be stored in a dedicated area on site and be clearly identified
- Large waste collection bins including recycling stations will be provided for
- Waste is currently collected weekly and this will remain the case post construction, unless a large activity warrants a more regular collection
- The site will employ cleaners to support ongoing presentation of the site

Camp Operations**Operating Hours**

- The camp operates year-round, with seasonal variations in program offerings. Given the site provides overnight experiences, it will remain open at all times with on site staff and duty managements present as required.
- Facility Access: Access is granted to registered campers, authorised staff, and approved visitors, in accordance with our access control policy.

Emergency Contact Information: In case of emergencies, a contact number will be provided:

- Camp Emergency Number: [Emergency Number]
- Local Emergency Services: [Local Services Contact]

Health and Safety

- Scouts NSW Camp Kurrajong Activity Centre is committed to maintaining the highest health and safety standards. Our staff members are trained in first aid, and we conduct regular fire drills and safety inspections.

Cleaning and maintenance

- The site will employ dedicated cleaning and maintenance staff to ensure strict hygiene, presentation and safety is maintained at all times.
- A cleaning checklist will be developed for all areas of the site
- A preventative maintenance schedule will be developed for the site to monitor and track requirements and compliance
- A list of locally sourced trades and contractors will be maintained to ensure responsive service for the site

Program and Activities**Activity Schedule**

- The site will offer a diverse range of activities, including climbing, flying fox, hiking, archery, team-building challenges, and environmental education. A weekly schedule is provided to campers upon arrival.

Program Development

- The Program Coordinator collaborates with experienced leaders to design and approve activities that align with the Scouts' values and objectives.

Risk Management

- Scouts NSW employs a comprehensive risk management process to identify, assess, and mitigate risks associated with camp activities. Safety is our top priority.

Facilities and Equipment

Facility Maintenance

- Routine maintenance is performed regularly to ensure the safety and functionality of all camp facilities.

Infrastructure Rebuilds, Repairs, and Improvements

- Planned infrastructure projects are designed to drive membership growth, rebuild resilience in the rural community, and facilitate an increase in the activation of services Scouts NSW offers across the Riverina region.

Equipment Inventory

- We maintain an up-to-date inventory of camp equipment, with a tracking system for maintenance and repairs.

Resource Allocation

- Financial resources are allocated annually to support facility and equipment upkeep, including regular inspections and repairs.

Financial Management

- Our annual budget outlines income sources, such as camper fees and fundraising efforts, as well as expenses related to maintenance, staff salaries, and program development.

Financial Reporting

- Financial reports are prepared quarterly and reviewed by the Camp Director and Treasurer.

Fundraising

- We engage in various fundraising initiatives, such as annual campfire nights and sponsorship opportunities, to support camp operations and infrastructure projects.

Camp Policies and Procedures

Camper Registration

- Camper registration involves completing an online form, payment of fees, and submission of medical records. Registration deadlines are communicated well in advance.

Code of Conduct

- We maintain a strict code of conduct that campers and staff must adhere to, ensuring a respectful and inclusive camp environment.

Complaints and Grievances

- Any complaints or grievances are addressed promptly through our established grievance procedure.

Emergency Procedures

- Detailed emergency procedures, including evacuation routes, are posted throughout the camp, and staff receive regular training in emergency response.

Communication

Internal Communication

- We use a combination of email, staff meetings, and a dedicated communication platform to share important information within the camp's organisation.

External Communication

- Parents, guardians, and the community are informed about camp activities through newsletters, social media, and our camp website.

Public Relations

- We actively engage with the community through open houses, local events, and partnerships with schools and youth organisations.

Evaluation and Improvement

Performance Metrics

- Key performance indicators (KPIs) are regularly assessed to measure camper satisfaction, safety records, and program effectiveness.

Feedback

- We solicit feedback from campers, staff, and parents through surveys and post-camp evaluations, using this information to make continual improvements.

Continuous Improvement

- An annual review is conducted to identify areas for improvement, and a plan for implementing changes is developed and executed.

Appendices

The following will be provided upon completion of the redevelopment project.

- Emergency Contact List: [List of Emergency Contacts]
- Camp Maps: [Attach Campsite and Facility Maps]
- Forms and Templates: [Include Relevant Forms, Checklists, and Templates]

Review and Approval

Review Schedule

- This management plan will be reviewed annually, with ad-hoc reviews as needed.

Approval

This management plan has been approved by the Executive Manager Operations at Scouts NSW.

