



# Lake Ainsworth short camps Information pack



Office of  
Communities  
Sport & Recreation

# Our Centre

This information pack has been designed to help your group get the most out of your visit to Lake Ainsworth and to answer any questions you might have. If you have a query that's not covered here, feel free to contact our friendly staff on (02) 6687 7168.

Lake Ainsworth Sport and Recreation Centre enjoys a magnificent natural location on the North Coast of New South Wales. On 244 acres of beach front, the Centre also backs directly on to the freshwater tea tree lake of Lake Ainsworth. It's two hours' drive from Brisbane, nine hours from Sydney and seven hours from Newcastle.

Facilities such as tennis courts, basketball courts and the pool are available for clients staying at our Centre, instruction for a range of outdoor recreation activities can be arranged at additional cost.

The relaxed atmosphere at Lake Ainsworth lets you decide your own level of activity with ample opportunity to enjoy the lake and ocean views.

Make the most of the aquatic adventures this wonderful location offers. Whether it's canoeing, sailing, snorkelling, marine studies, surf safety, or swimming, the mild climate and excellent facilities mean year-round fun in the water.

Clients visiting the Centre have plenty of opportunities to visit local attractions. We are 20 minutes' drive to Byron Bay, Australia's most easterly point and 90 minutes to the Gold Coast's theme parks.

Our service to groups includes an outstanding range of activities and a flexible consultative approach to program design.

Lake Ainsworth can accommodate up to 150 participants and 10 staff at any one time. A minimum of 40 people is preferred but by prior arrangement with Centre Management bookings for a lower number may be organised.

## Contact details

### Lake Ainsworth Sport and Recreation Centre

Pacific Parade, Lennox Head NSW 2478

Phone (02) 6687 7168

Fax (02) 6687 7920

Email [lakeainsworth.office@communities.nsw.gov.au](mailto:lakeainsworth.office@communities.nsw.gov.au)



# Accommodation

## Lodges 1, 2, 9, 11 and 12

- Dorm style accommodation
- Six double bunks
- Lodges include ensuite and kitchenette (toaster, small fridge, electric kettle, and sink)

## Lodges 3, 4, 5, 6, 7, 8 and 10

- Dorm style accommodation
- Five double bunks
- Lodges include ensuite and kitchenette (toaster, small fridge, electric kettle, and sink)

## Lodges 13 and 14 (Disabled Access)

### Lodge 13

- Four bedroom
- Three bedrooms have two single beds – fourth bedroom has two single beds and one double bunk

### Lodge 14

- Four bedroom
- Two bedrooms have two single beds – one bedroom has a single bed and one double bunk – fourth bedroom has two double bunks and a single bed

Both lodges include ensuite and kitchenette (toaster, small fridge, electric kettle, sink)



## Male and female visiting teachers lodges

- Single room
- One duo bed (one double bed with one single above) – plus three single beds
- Air conditioning, ensuite, small fridge, TV and kettle

## Staffrooms 1 and 2

### Bed arrangement S1

- One single bed and one duo bed (one double bed with one single above)
- Air conditioning, ensuite, small fridge, kettle and TV

### Bed arrangement S2

- Two single beds
- Air conditioning, ensuite, small fridge, kettle and TV

# How to get there

## Lake Ainsworth from the south

- Take the Pacific Highway through to Ballina and follow the signs to Lennox Head
- Continue through the Lennox Head township and follow Pacific Parade north past the Surf Club to the northern end of Lake Ainsworth

## Lake Ainsworth from the north

- Follow the Pacific Highway to the Lennox Head turn-off on your left (Ross Lane, south of Knockrow)
- Turn right at the first 'T' intersection
- Turn left into the Lennox Head township and then turn left again at the 'T' intersection at the ocean and follow Pacific Parade north past the Surf Club to the northern end of Lake Ainsworth.



# Camp information

Here's a handy list of things you will need to know before you attend the Centre.

## Before you arrive at camp

- Ensure all participants fill out the attached medical forms. *Please make sure that the risk warning has been signed by a parent/guardian on the child's form otherwise they will not be able to use the facilities.*

- *Two weeks prior to camp* send a proposed program, participant list and room allocation to the Centre.

Send signed medical forms to the Centre, bring any late ones with you.

Send signed camp rules **Attachment 1** back if you haven't already done so.

Final payment is due no later than 14 days after invoice.

## What to bring to camp

- Two towels (beach and bath).
- Sleeping bag and sheets (flat and fitted).
- Pillow and pillowcases.

*If you would like to hire linen the charge is \$8, please advise two weeks in advance.*

Names should be clearly marked on all articles. Jewellery or other valuables should not be brought to camp.

## Program

Weekend groups must submit a program of activities to the Centre Management two weeks prior to entry.

Specialised activities such as archery, high ropes, rock climbing and sailing require qualified instructors which can be provided at an additional cost.

## Facilities

Tennis courts, basketball courts and the pool are available for clients staying at our Centre. **All children must be supervised by an adult at all times.**

## Duties

All duties concerned with the general conduct of the program are performed by the participants. These include lodge cleaning, bed making, setting-up and cleaning of the dining room, scullery and serving meals. Campers observe rules of personal and community hygiene.

## Meals

All meals are prepared on site by qualified catering staff. Care is taken to ensure food is tasty, nutritious and plentiful. Morning tea and supper are also provided.

Special dietary requirements can be met. Please advise the Centre one week prior to arrival.

Meal times are organised for:

- 8am breakfast
- 12.30pm lunch
- 6pm dinner or cook your own evening BBQ.

If you would like to adjust these times please contact the Centre.

## Laundry supplies

Washing machines and dryers are available for your use. Please bring your own pegs.

## High chairs and cots

Please let us know well in advance if you need high chairs or cots. These may be available depending on the number of requests. Alternatively, you are welcome to bring your own.



# Conduct rules for groups

## Booking

- Bookings for Sport and Recreation Centres extend from the time of entering the Centre on the first day until 4pm on the final day. The Centre must be ready for the final inspection at least one hour prior to departure.
- Unless specific approval is given, it will be assumed that all bookings are for the minimum attendance stipulated for the program concerned. Payment for this number will be required, even though the actual attendance may be less.
- Unless special approval is given, the deposit payable with the booking form will be 10% of the total cost (refer to Booking Terms and Conditions).
- When it is desired to hold a conference or group study at a Centre, a program of the conference or an outline of the course of study must be submitted for approval at least four weeks prior to entry.
- Prior to occupation of the Centre, a copy of these rules must be signed and lodged at the Sport and Recreation Centre. Payment of the full fee, less the deposit, must be paid no later than 14 days from the commencement date invoice.

## Quarters

- Participants must keep lodges in a tidy condition and maintain general standards for health and hygiene.
- **Bed linen:** A fitted and flat single bed sheet, sleeping bag and pillow must be provided and used by all campers. Leaders are responsible for seeing that this rule is strictly observed. A hire charge for bed linen of \$8 per set can be arranged (two weeks notice is required).
- It should be noted by groups attending Sport and Recreation Centres that all catering will be undertaken by Sport and Recreation staff and bookings can only be approved on this condition.
- No cooking or food is allowed in the sleeping section of the Centre.
- Noise should be kept to a minimum and consideration made for other groups and resident staff.
- Strict rules apply to the consumption of alcohol. Prior arrangement is necessary with Management.

- Smoking is not permitted in any Centre Buildings.
- \* Illegal drugs and substances of abuse are prohibited.
- \* Gambling is forbidden on Centre property.
- Animals and pets are not to be brought into the Centre.
- Rostering of groups will be necessary to assist with setting up and cleaning up at meal times. (You do have the option to pay for extra staff).
- The kitchen area, garages, maintenance and staff quarters are out of bounds at all times due to Occupational, Health and Safety restrictions.
- No responsibility can be taken by the Centre Management or the Director General of Sport and Recreation for injuries or any costs relating to injuries sustained at a Sport and Recreation Centre. Refer to consent forms.
- No responsibility can be taken by the Centre Management or the Director General of Sport and Recreation for the loss of or damage to any camper's property. Money or valuables left in the Centre's buildings or surrounds are left at the owners risk.
- Participants are personally responsible for any damage done to the Sport and Recreation Centre and details of such damage should be included in the Camp Report. The cost of repairs or replacement will be assessed by Sport and Recreation and payment should be made on receipt of advice indicating such assessment.

***The Group leader is responsible for ensuring that a Report Form is completed and handed to Centre Management or his representative, immediately prior to departure.***

# Attachment 1

---

## Certificate

I hereby certify that a copy of the above rules is in my possession and has been read by me.

Being a member of the party using the Centre I will be personally responsible for the conduct of the group and the care of the Centre equipment and buildings. I will also ensure that the above rules are adhered to.

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

### Lake Ainsworth Sport and Recreation Centre

Signed \_\_\_\_\_

Name of group \_\_\_\_\_

Date of camp \_\_\_\_\_

# Security and Cancellation Policy

## Security deposit

Security deposits are now required for all Group bookings as shown below:

Booking	Security deposit	Balance
<u>More</u> than 60 days prior to program commencement	10% of the total cost of booking plus a signed booking form within 21 days	On arrival or within 14 days of issue of a valid tax invoice
<u>Less</u> than 60 days prior to program commencement	10% of the total cost of booking plus a signed booking form within seven days	On arrival or within 14 days of issue of a valid tax invoice
<b>Condition:</b> Unless special conditions have been previously approved.		

## Cancellation

Cancelled	Fee
Within 60 days prior to program commencement	<u>NIL</u> refund including GST
<u>More</u> than 60 days prior to program commencement	10% of security deposit plus GST

# Medical and consent form – Child

## Participant details

First name	Last name	<input type="checkbox"/> Male	Date of birth
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Female	<input type="text"/> / <input type="text"/> / <input type="text"/>
School name	Year group		
<input type="text"/>	<input type="text"/>		
Postal address	Postcode		
<input type="text"/>			

## Program details

Program number (if known)	Centre name	Date from	Date to
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Parent/guardian contact details

First name	Last name		
<input type="text"/>	<input type="text"/>		
Postal address	Postcode		
<input type="text"/>			
Home phone	Email		
<input type="text"/>	<input type="text"/>		
Mobile phone	Work phone	Fax number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Relationship to participant			
<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Family member

## Further information

Is the child of Aboriginal or Torres Strait Islander descent? (For statistical purposes only)  Yes  No

Are one/both the parents from a culturally or linguistically diverse background or community? (For statistical purposes only)  Yes  No

## Health details and related information

Does the participant suffer from the following? (if yes to one or more, please attach details as required)

A current illness (eg. flu)  A disability/chronic illness  Any allergic condition  Asthma (provide asthma plan)  Bed wetting

Attention deficit disorder (ADD/ADHD)  Behavioural problems  Diabetes  Epilepsy  Sleep walking  Skin condition

Other \_\_\_\_\_

Private health insurance fund	Number	
<input type="text"/>	<input type="text"/>	
Medicare number	Position on card	Valid till
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Swimming ability  Strong – 50 metres unaided  Average – 25 metres unaided  Poor – 10 metres unaided  Non-swimmer

# Medical and consent form – Child

## Current medication

Name	Time and dosage – please specify exact time of medication (attach details as required)									
	Breakfast		Lunch		Dinner		Before bed		Other	
	Time	Dose	Time	Dose	Time	Dose	Time	Dose	Time	Dose
eg. Bricanyl	8am	2 puffs	12.30pm	2 puffs	6pm	2 puffs	8pm	2 puffs		

Notes: 1. Scheduled medication must be provided in the original container (as required by legislation). 2. Staff will collect, supervise and register the taking of all medication.

## Special requirements and dietary needs

Please identify any special needs or requirements not listed above (eg. diet, wheelchair access etc.)

Has he/she had the Combined Diptheria Tetanus Toxoid booster injection?

Yes  No Year \_\_\_\_\_

Has he/she been immunised against measles?

Yes  No Year \_\_\_\_\_

## Privacy statement

The Department of Education and Communities of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you voluntarily provide to enable processing of enrolments for the program. The information will be provided to relevant staff and be provided to medical professionals where necessary. You consent to these disclosures. If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Any information provided by you to the Department of Education and Communities can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

I do not wish to receive promotional information about this service offered by Sport and Recreation.

## Risk warning and media consent

a) Strike out whichever does not apply:

I agree for my child/ward to attend the Centre/program to undertake all activities and/or to participate in the above program. In the case of an emergency, I authorise the Department of Education and Communities, Sport and Recreation staff, where it is impracticable to communicate with me, to arrange for my child/ward, to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay or reimburse costs which may be incurred for medical attention, ambulance transport and drugs while my child/ward is attending the Centre/enrolled in the program.

I understand that although the Department of Education and Communities, Sport and Recreation and its service providers attempt to minimise any risk of personal injury within practical boundaries, accidents do happen and all physical activities carry the risk of personal injury. I acknowledge that there is an inherent risk of personal injury in physical activities that will be undertaken at the Centre/as part of the program and I accept that risk.

b) Please tick whichever applies to you

I consent /  I do not consent to allow the NSW Government to use any photographs, sound and film recordings taken of my child/my ward at this program for the promotion of NSW Government services and initiatives to the media and to the general public.

Name (print)

Signature

Date

 / /

## Returning this form

Please return this form to the coordinator of your Sport and Recreation program.

For more information call

**13 13 02** or visit [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)



# Medical and consent form – Adult

Complete form in BLOCK LETTERS

## Participant details

First name	Last name	<input type="checkbox"/> Male	Date of birth
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Female	<input type="text"/> / <input type="text"/> / <input type="text"/>
Postal address		Postcode	
<input type="text"/>		<input type="text"/>	
Email	Sport and Recreation customer no.		
<input type="text"/>	<input type="text"/>		
Home phone	Mobile phone	Work phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Program details

Group booking name	Venue	Date from	Date to
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Medical information

Do you have any conditions such as allergies, diabetes, epilepsy, asthma (provide asthma plan), a current illness, a disability/chronic illness, pregnancy?  Yes  No

If yes, please give details

<input type="text"/>
<input type="text"/>
<input type="text"/>

Medicare number	Valid to	Position number on Medicare card
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>
Next of Kin name	Next of Kin phone contact number	
<input type="text"/>	<input type="text"/>	

## Special requirements and dietary needs

Please identify any special needs or requirements eg. diet, wheelchair access etc.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## Optional information

Are you of Aboriginal or Torres Strait Islander descent? (for statistical purposes only)

Yes  No

Are you or your parents from a Non-English speaking background?

(for statistical purposes only)  Yes  No

# Medical and consent form – Adult

## Optional information

Health care card number

Pharmaceutical benefits concession card

Pensioner health benefits card

Private health insurance fund

Number

Do you have ambulance cover?  Yes  No

## Privacy statement

The Department of Education and Communities of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you voluntarily provide to enable processing of enrolments for the program. The information will be provided to relevant staff and be provided to medical professionals where necessary. You consent to these disclosures. If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Any information provided by you to the Department of Education and Communities can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

I do not wish to receive promotional information about this service offered by Sport and Recreation.

## Risk warning and media consent

a) Strike out whichever does not apply:

I agree to attend the Centre/ program to undertake all activities and/or to participate in the above program. In the case of an emergency, I authorise the Department of Education and Communities, Sport and Recreation staff, where it is impracticable to communicate with me, to arrange for me to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay or reimburse costs which may be incurred for medical attention, ambulance transport and drugs while I am participating, or attending the Centre/ enrolled in the program.

I understand that although the Department of Education and Communities, Sport and Recreation and its service providers attempt to minimise any risk of personal injury within practical boundaries, accidents do happen and all physical activities carry the risk of personal injury. I acknowledge that there is an inherent risk of personal injury in physical activities that will be undertaken at the Centre/as part of the program and I accept that risk.

b) Please tick whichever applies to you:

I consent /  I do not consent to allow the NSW Government to use any photograph, sound and film recordings taken of myself at this program for the promotion of NSW Government services and initiatives to the media and to the general public.

Name (print)

Signature

Date

## Returning this form

Please return this form to the coordinator of your Sport and Recreation program.

For more information call

**13 13 02** or visit [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)



Office of  
Communities  
Sport & Recreation