

# **INFORMATION PACKAGE**

Updated August 2020 (includes Covid-19 capacities)



**Group Accommodation / Retreat Facilities**  
**Leadership Development & School Outdoor Education Programs**  
**Professional Catering or Self-Catering**

P: (07) 5533 6154

F: (07) 5533 6189

E: [bornhoffen@pcyc.org.au](mailto:bornhoffen@pcyc.org.au)

W: [www.bornhoffenpcyc.org.au](http://www.bornhoffenpcyc.org.au)

3510 Nerang-Murwillumbah Road, Natural Bridge QLD 4211

## **Acknowledgement of Country**

Police-Citizens Youth Clubs Queensland would like to acknowledge and pay our respects to the Yugambeh people, the traditional custodians of the lands on which PCYC Bornhoffen is placed, and their continuing connection to the land, sea and community.

We also acknowledge and pay our respects to Elders, past and present.

## Be inspired...

**PCYC Bornhoffen's purpose is to inspire young people to be self-aware, to build their social skills and to contribute positively to their community. We are a leading provider of youth and community programs, services and facilities with a vision to build safer, healthier communities through youth development.**

Police-Citizens Youth Clubs Queensland (PCYC) is a not for profit, community organisation and has been built by the community for the benefit of young people and the community. Almost 90% of our work is funded through kind donations and our fee-for-services, the remaining is from various levels of government funding, fundraising and grants, with any surplus revenue going straight back into improving our programs and facilities.

**Bornhoffen is a Police-Citizens Youth Club (PCYC) Leadership Development Centre** located at Natural Bridge in the Gold Coast hinterland, a spectacular and inspiring setting where you'll feel a world away from the distractions of the city.

Our two **accommodation** centres, known as "Wagawn" & "Hobwee", are located at our spectacular mountain property & have been named after nearby mountain peaks within the McPherson Ranges.

Bornhoffen PCYC accommodation is one of the best places in SE Queensland for schools, community organisations, special needs groups, churches, clubs and family groups to stay, with the option of healthy and tasty **professional catering** provided by Bornhoffen catering team or you can choose **self-catering**.

We work in partnership with schools and community organisations to deliver **Leadership Development programs** that are adventure-based activities, enabling participants to learn through experience and reflection, resulting in personal and group development outcomes. Our program staff are very flexible and will design a program specifically for your development goals, age group and budget.

Bornhoffen PCYC has been a recipient of a number of awards over the last ten years in recognition of our consistent delivery of excellence in Outdoor Education.

### Latest awards



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# Leadership Development Programs

*PCYC is all about youth development....*

We form partnerships with schools and community organisations to deliver **leadership development programs** at Bornhoffen or any place in Queensland. These programs use adventure-based and experiential learning to achieve personal development and group development outcomes.

**Bornhoffen PCYC's Leadership Development programs help to build young people's personal and social capability.**



*LD program activities on site include:*

Trust and team games	Creeking	Abseiling
Low ropes	High ropes	Giant swing
Bush walking / hiking	Rogaine	Water watch
Damper making	Mask making	Shelter making

*LD program activities off site include:*

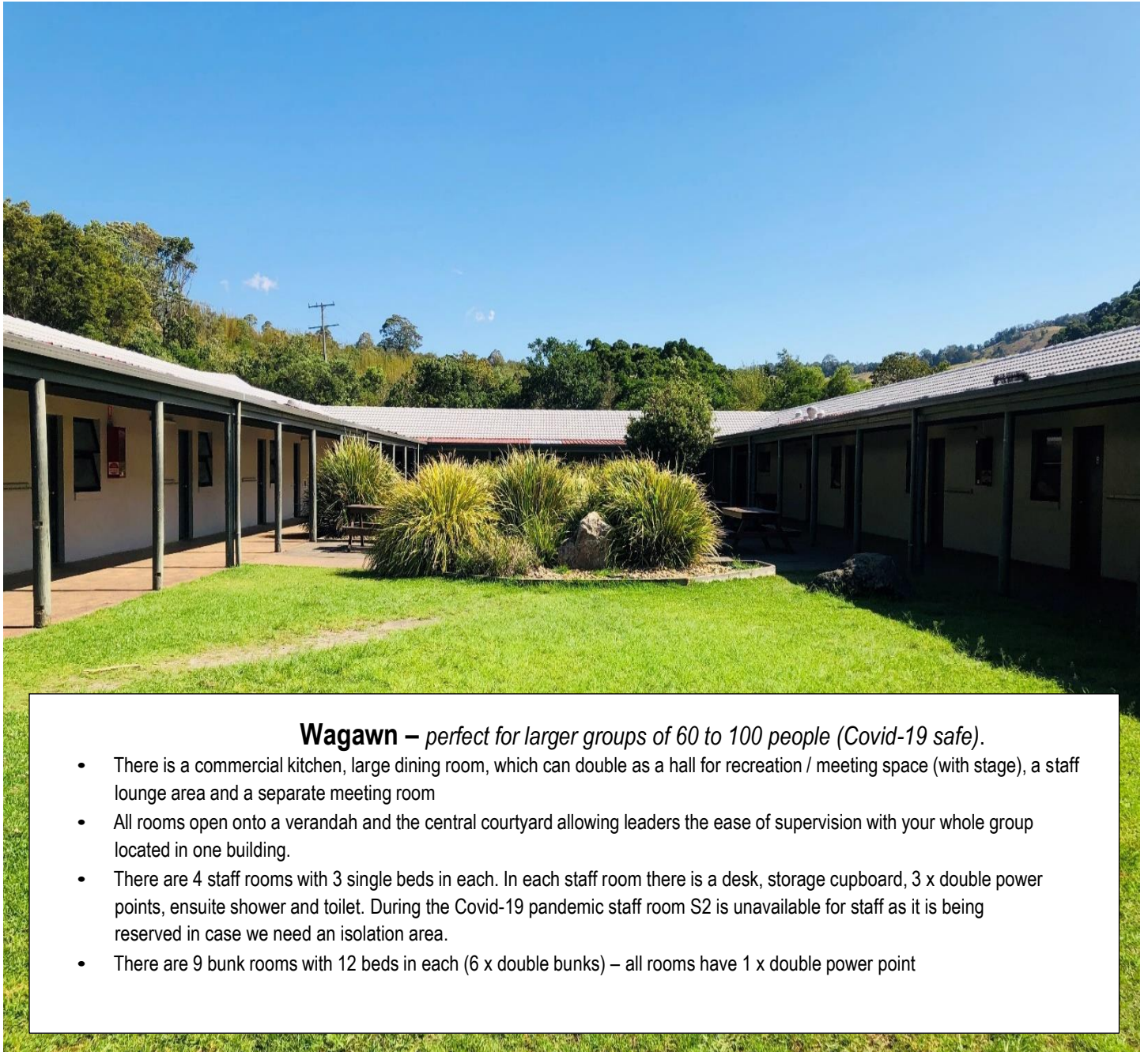
Abseiling	Caving	Climbing
Canoeing	Raft building	Expedition / overnight camping
High ropes	Rogaine	Bushwalking

**Our leadership programs staff are very experienced and can design a program specifically for your age group, goals and budget. We will provide a written proposal and costing on request.**



# Accommodation

## WAGAWN (Camp 1)



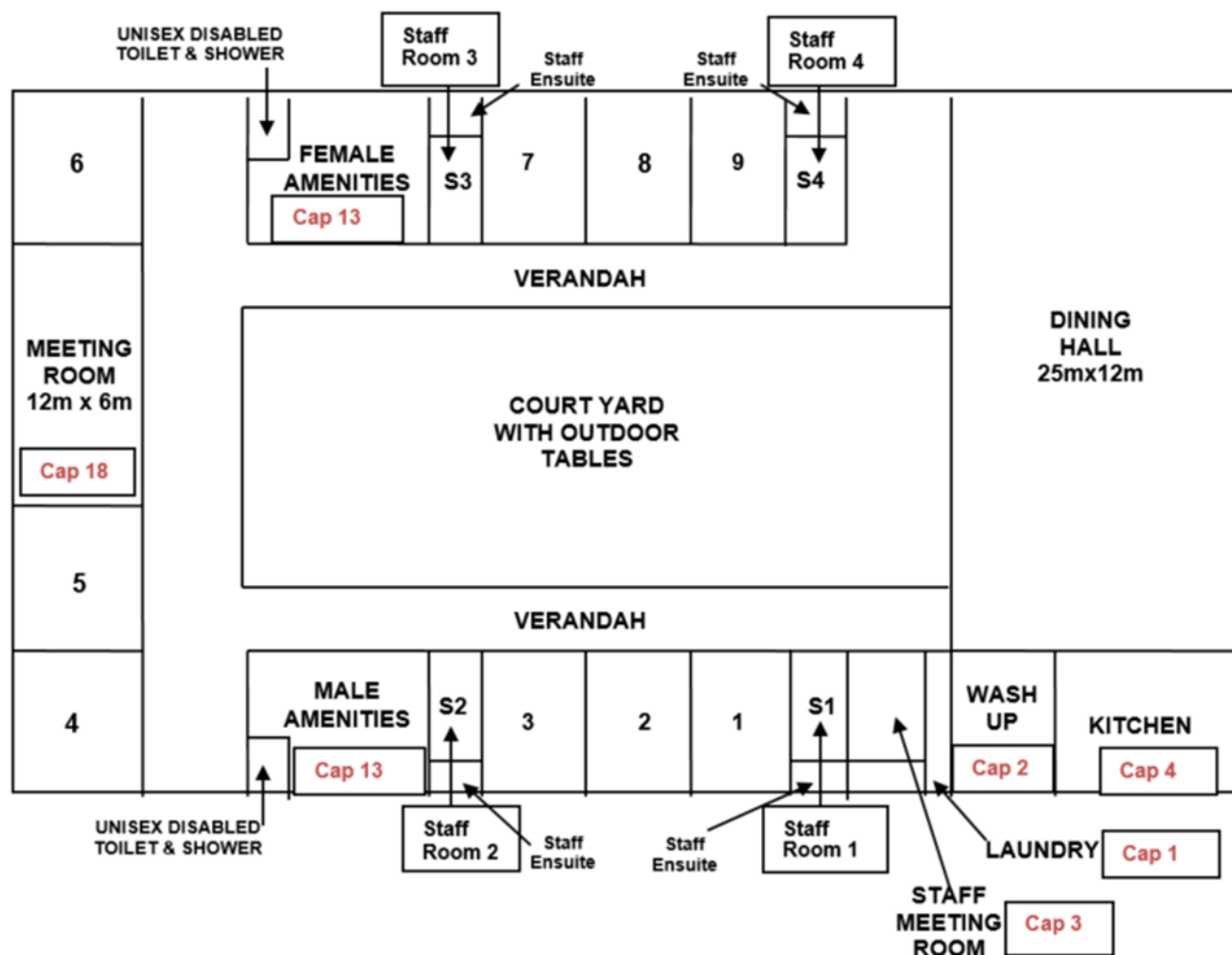
### **Wagawn – perfect for larger groups of 60 to 100 people (Covid-19 safe).**

- There is a commercial kitchen, large dining room, which can double as a hall for recreation / meeting space (with stage), a staff lounge area and a separate meeting room
- All rooms open onto a verandah and the central courtyard allowing leaders the ease of supervision with your whole group located in one building.
- There are 4 staff rooms with 3 single beds in each. In each staff room there is a desk, storage cupboard, 3 x double power points, ensuite shower and toilet. During the Covid-19 pandemic staff room S2 is unavailable for staff as it is being reserved in case we need an isolation area.
- There are 9 bunk rooms with 12 beds in each (6 x double bunks) – all rooms have 1 x double power point

### **The Covid-19 safe plan for Wagawn is on the next page**

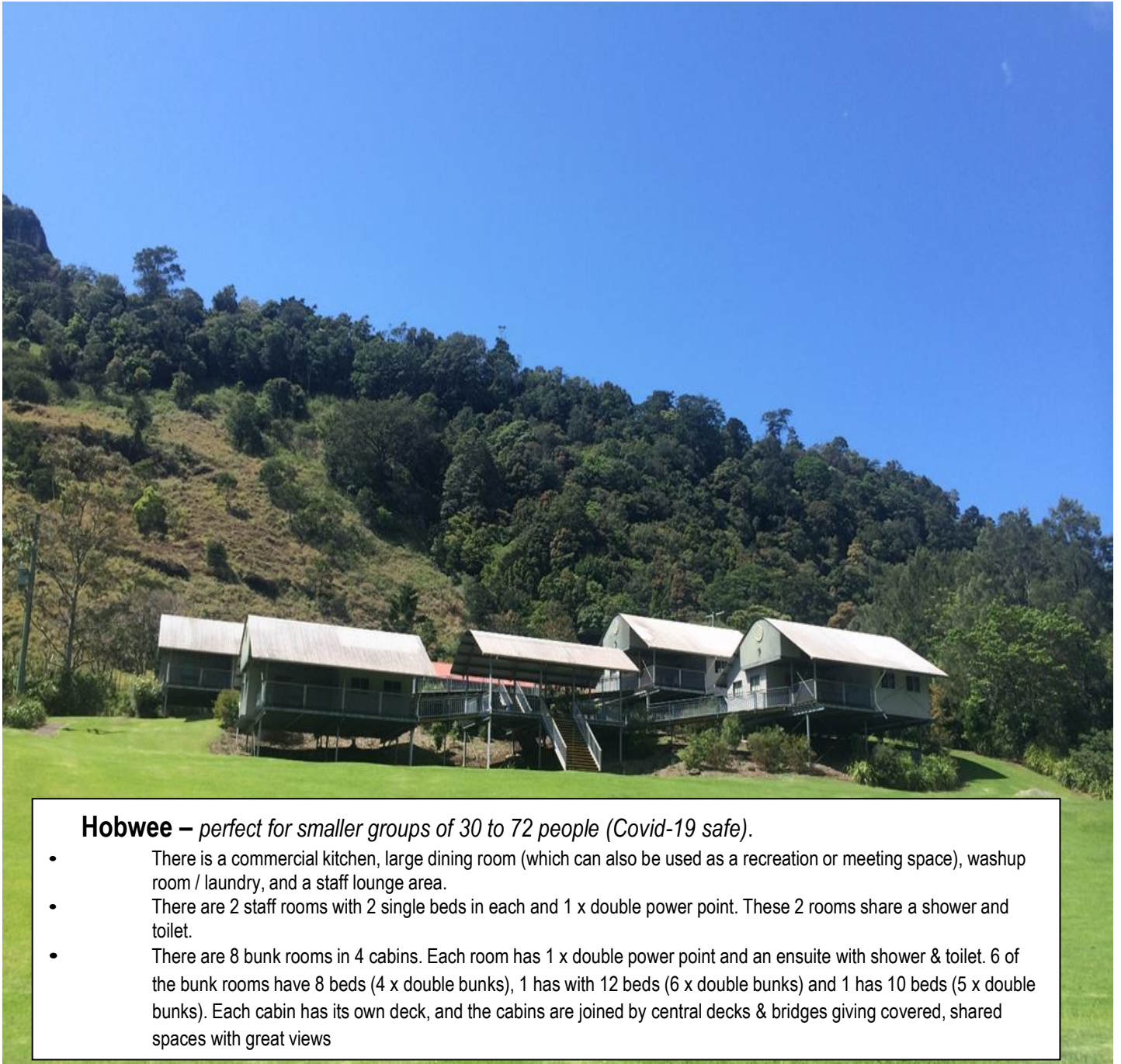
Maximum capacity = 100 people (see details on the next page showing the capacity per room according to Industry Covid Safe plans)

## WAGAWN (Camp 1) plan



Maximum capacity per room (based on Industry Covid Safe Plans)			
Room	School with outdoor education (LD) program - Based on Outdoor Recreation Plan	School retreat - Based on Outdoor Recreation Industry Plan	All other groups - Based on QLD Tourism & Accommodation Plan
(Bunk room) 1	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 2	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 3	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 4	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 5	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 6	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 7	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 8	12 students or 9 adults	12 students or 9 adults	9 people
(Bunk room) 9	12 students or 9 adults	12 students or 9 adults	9 people
(Staff room) S1	3 adults or students	3 adults or students	3 people
(Staff room) S2 not available for sleeping	Reserved in case of need for isolation of a participant	Reserved in case of need for isolation of a participant	Reserved in case of need for isolation of a participant
(Staff room) S3	3 adults or students	3 adults or students	3 people
(Staff room) S4	3 adults or students	3 adults or students	3 people
Maximum sleeping capacity (cannot exceed 100 in total)	Government restrictions only allow 100 maximum	Government restrictions only allow 100 maximum	90
Dining hall (at meal times) Note: Adults must be 4m apart	100 (will vary according to staff/student numbers)	100 (will vary according to staff/student numbers)	75
Dining hall (for session work) Note: Adults must be 4m apart	100 (will vary according to staff/student numbers)	75	75
Meeting room	20	18	18

## HOBWEE (Camp 2)



**Hobwee – perfect for smaller groups of 30 to 72 people (Covid-19 safe).**

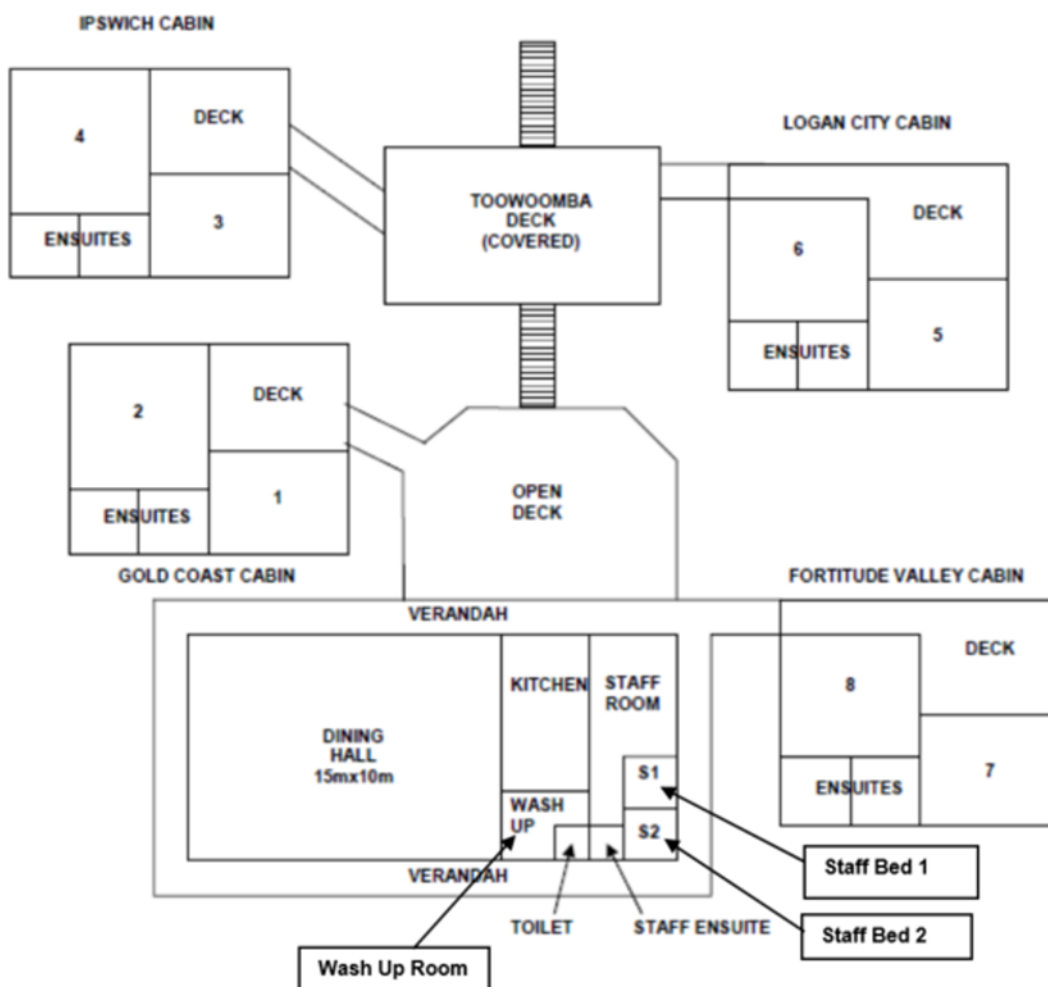
- There is a commercial kitchen, large dining room (which can also be used as a recreation or meeting space), washup room / laundry, and a staff lounge area.
- There are 2 staff rooms with 2 single beds in each and 1 x double power point. These 2 rooms share a shower and toilet.
- There are 8 bunk rooms in 4 cabins. Each room has 1 x double power point and an ensuite with shower & toilet. 6 of the bunk rooms have 8 beds (4 x double bunks), 1 has with 12 beds (6 x double bunks) and 1 has 10 beds (5 x double bunks). Each cabin has its own deck, and the cabins are joined by central decks & bridges giving covered, shared spaces with great views

**The Covid-19 safe plan for Hobwee is on the next page**

Maximum capacity = 72 people (see details on the next page showing the capacity per room according to Industry Covid Safe plans)



## HOBWEE (Camp 2) plan



### Maximum capacity per room (based on Industry Covid Safe Plans)

Room	School with outdoor education (LD) program - Based on Outdoor Recreation Plan	School retreat - Based on Outdoor Recreation Industry Plan	All other groups - Based on QLD Tourism & Accommodation Plan
(Bunk room) 1	8 students or 6 adults	8 students or 6 adults	6 people
(Bunk room) 2	10 students or 7 adults	10 students or 7 adults	7 people
(Bunk room) 3	8 students or 6 adults	8 students or 6 adults	6 people
(Bunk room) 4	10 students or 7 adults	10 students or 7 adults	7 people
(Bunk room) 5	8 students or 6 adults	8 students or 6 adults	6 people
(Bunk room) 6	8 students or 6 adults	8 students or 6 adults	6 people
(Bunk room) 7	8 students or 6 adults	8 students or 6 adults	6 people
(Bunk room) 8	8 students or 6 adults	8 students or 6 adults	6 people
(Staff bedroom) S1	2 adults or students	2 adults or students	2 people
(Staff bedroom) S2	2 adults or students	2 adults or students	2 people
<b>Maximum sleeping capacity</b>	<b>72</b>	<b>72</b>	<b>54</b>
Staff room (lounge area)	5	5	5
Dining hall - <b>Note: Adults must be 4m apart</b>	71 based on 4 adult staff plus 67 students (will vary according to staff/student numbers)	71 based on 4 adult staff plus 67 students (will vary according to staff/student numbers)	37
Kitchen	3	3	3

**NOTE: Staff bedroom S2 may be needed for an Isolation station if necessary for a participant on camp**

# Bornhoffen Catering

Our Catering Coordinator will plan a menu suitable for your group.

Here is a **sample** of some of the menu items which may be included during your stay.

## BREAKFAST

All breakfasts are served with cereal, fruit platter, fruit juice, toast & spreads

*Bacon & eggs with spaghetti Pancakes with bananas and maple syrup  
Croissants with ham and cheese  
Croissants, Danishes and fruit toast  
Chipolatas with baked beans and eggs*

## LUNCH

*Cold Meats and salad buffet  
Pizzas with garden salad  
Chicken burritos with salads and sour cream  
Bornhoffen burgers  
Stuffed potatoes in their jackets  
Ham & salad rolls, Popper, fruit*

## DINNER

*Chicken schnitzel with potato salad, garden salad and dinner roll  
Roast of the Day with potatoes, steamed vegetables, gravy and dinner roll  
Lasagne with garden salad  
Stir fry vegetables chicken or beef with rice and flatbread  
Burritos with rice, salsa, salad and sour cream  
Curry with rice, vegetables and flatbreads  
Fettucine with smoked chicken, mushroom sauce and salad*

## DESSERT

*Pavlova with fruit and cream  
Apple crumble with warm custard  
Sticky date puddings with butterscotch sauce and ice cream  
Chocolate mud cake with cream  
Ice cream sundae*

### **Morning and afternoon teas are complimentary.**

An assortment of freshly baked goods are served for morning and afternoon tea & may include Lamingtons, scones, muffins, chocolate brownies, muesli slice or banana cake. Water, cordial & seasonal fruits are also included. Take away morning and afternoon teas can be provided - let us know at time of booking.

**Please inform us if someone in your group has a birthday while you are staying with us so we can ensure a birthday cake is baked.**

The majority of our meals are made from fresh local produce.

You will need to bring your own eskies etc. if you require a takeaway meal on your final day. Bornhoffen Catering has a procedure in place to ensure food quality is maintained in transit.

**We require final numbers and special dietary requirements seven (7) days prior to your service**

## Special Dietary Requirements

We cater for **special dietary needs** on a daily basis. Our staff takes pride in providing for the needs of special diets, so, whether our clients are vegans or vegetarians, need gluten free, lactose/dairy free diets, have allergies to nuts, soy, etc., we will ensure their needs are met. Please note that **soy milk** is provided for lactose/dairy free.

We cater for allergies, intolerances and lifestyle choices. We are nut and food allergy aware and have a nut free kitchen – we use our best efforts to avoid cross-contamination of foods but we cannot absolutely guarantee that food or our facilities are completely free of any allergen.

**Please indicate the level of risk involved in the dietary requirement:**

**LEVEL 1 RISK – life threatening allergic reaction / anaphylaxis**

**LEVEL 2 RISK – medical condition e.g. coeliac, mild to moderate allergic reaction to foods**

**LEVEL 3 RISK – intolerance / discomfort such as stomach ache after consuming certain foods or drinks**

**LEVEL 4 RISK – lifestyle or religious choices**

**Where a person has a LEVEL 1 RISK – LIFE THREATENING CONDITION / ANAPHYLAXIS, they should:**

- **Bring at least two Epipens (because of our remote location)**
- **Bring an ASCIA ANAPHYLAXIS ACTION PLAN which has been completed by a Medical Practitioner**
- **Consider the option of bringing their own pre-cooked/pre-prepared food in sealed plastic containers which can be refrigerated and prepared on-site.**

If you, or a parent/guardian, are concerned about dietary needs, please feel free to discuss your concerns with our Catering Manager.

## Self-Catering Policy

PCYC Bornhoffen allows for self-catering because it can be a valuable part of your camp experience, has educational benefits and helps to keep experiences more affordable for some groups. An additional fee is charged per person per night to contribute towards kitchen equipment and operating costs.

The following conditions apply:

- The person coordinating catering must have obtained and provide documentary evidence of a Food Handling Certificate prior to arrival at Bornhoffen. This person is referred to as the self-caterer for the rest of this document. Food Handling courses are available on the internet. Here's a link for a free food safety training course <http://dofoodsafely.health.vic.gov.au/index.php/en/>
- The self-caterer must attend an onsite induction with Bornhoffen catering staff prior to 3pm on the day of arrival (or at some other mutually agreed time) and must then remain on site for the duration of the camp.
- **PCYC Bornhoffen IS A NUT FREE AND ALLERGEN AWARE SITE –no NUTS or food containing NUTS should be brought on site. This includes peanuts, peanut paste/butter, satays, muesli bars /chocolate containing nuts and other NUTS and NUT products. Even if your group has no-one with a nut allergy, this condition still applies. It helps us reduce the possible risk of contamination of the kitchen utensils/pots, cutlery etc, for groups that visit after you.**
- Self-catering is only permitted if the people providing the catering are bona fide volunteers, teachers, parents or helpers. External caterers are **NOT** permitted to provide catering on a commercial basis at Bornhoffen
- All self-catering groups are 100% responsible for the maintenance of safe food transport, food storage, food handling and preparation as well as identifying and managing risks within the commercial kitchen
- The Combi-therm ovens in the Wagawn kitchen are only available for use by self-catering groups by special arrangement (the user must be qualified to use them) or the self-caterer can do an induction with our catering staff on the use of the ovens. An additional charge applies for the use of the Combi-therm ovens.
- It is the self-caterer's and the Group coordinator's responsibility to ensure all requirements set out in the induction are met and documentation is provided and filled in.
- If the kitchen is not left in a clean and sanitised state, or there is any damage to kitchen equipment an additional fee for cleaning, repairs or replacement of equipment will be invoiced to your group.

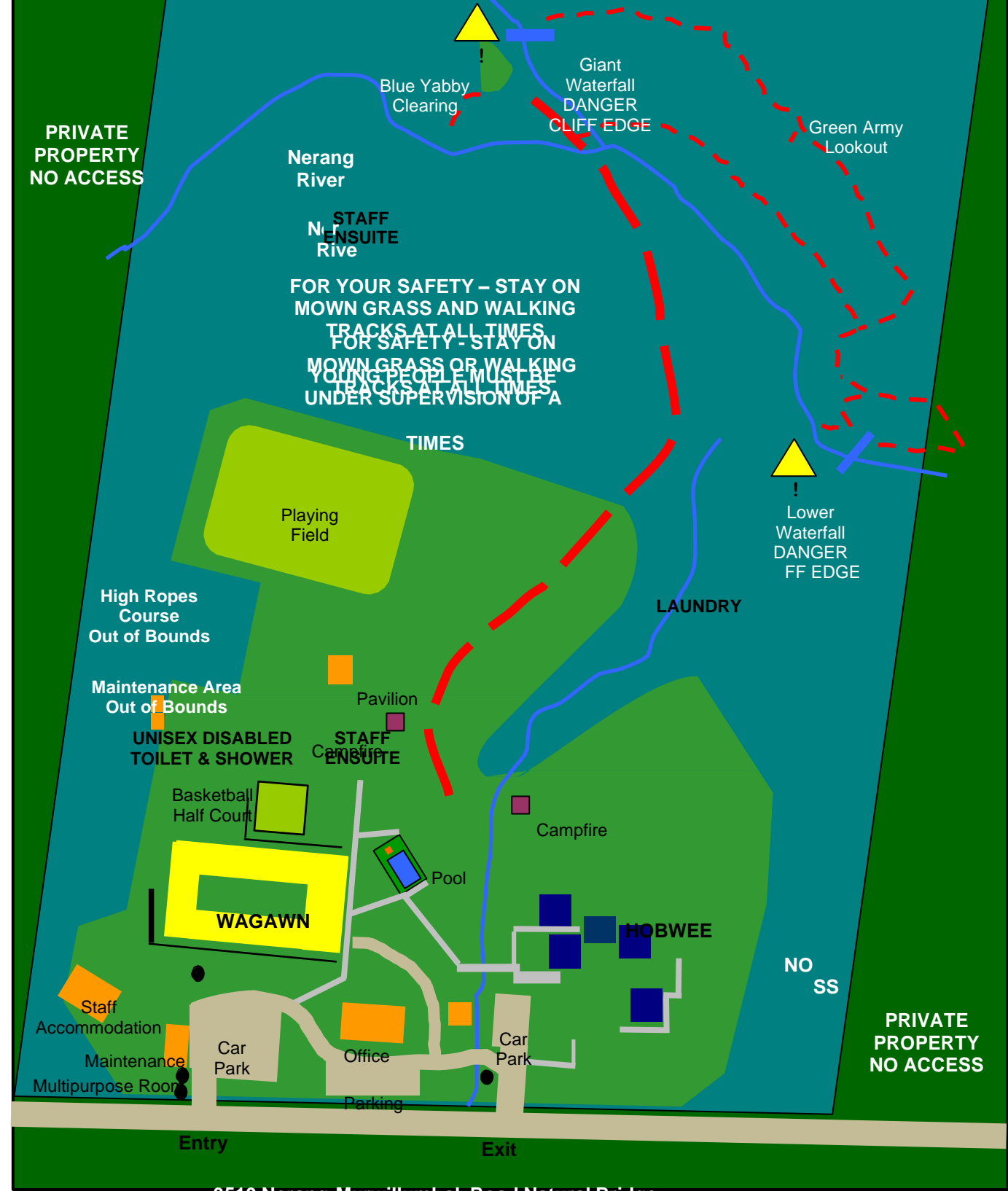
# Accommodation & Catering prices 2020 & 2021 (incl. GST)

BORNHOFFEN ACCOMMODATION		2020	2021
Accommodation and Facility Use <u>for groups using Bornhoffen catering</u>	\$27.30	\$28	Per person per night for stays longer than 1 night
Accommodation and Facility Use <u>for self-catering groups</u> – includes commercial kitchen use fee.	\$30.30	\$31	Per person per night for stays longer than 1 night
<u>Arrival time</u> strictly from 10am Mon-Thu from 4pm Fridays <u>Departure time</u> strictly by 1pm unless varied prior in writing  Children 0-5 years no charge as long as minimum charge met - <ul style="list-style-type: none"><li>Wagawn - minimum charge 60 people per night</li><li>Hobwee – minimum charge 30 people per night</li><li>Total Venue (Wagawn and Hobwee) – minimum charge 120 people per night</li></ul>	Accommodation price includes <ul style="list-style-type: none"><li>bunk-style accommodation</li><li>use of dining room</li><li>use of all crockery/cutlery</li><li>shared use of grounds, pool, ½ basketball court, playing field and walking tracks</li></ul> Please contact us if you require a single night stay (different charge applies)		
ADDITIONAL SERVICES (OPTIONAL)			
Day Visitors	\$5.00	\$6	Per person per day
Pavilion Room (8m x 8m indoor meeting space)	\$75	\$80	Per day hired
Multipurpose Room (7m x 6m indoor meeting space)	\$75	\$80	Per day hired
Outdoor Campfire Wood (hardwood)	\$60	\$60	Per campfire
Extra Indoor Firewood	\$30	\$30	Per wheelbarrow load
Late departure or early arrival (pre-arranged)	\$110	\$120	Per hour
Wagawn cleaning fee (pre-arranged)	\$350	\$350	If you do not want to undertake last day cleaning tasks
Hobwee cleaning fee (pre-arranged)	\$250	\$250	
BORNHOFFEN CATERING		2020	2021
<b>School and Community Group Menu</b> <b>1) Primary School (6-12 years)</b> Teachers/adult leaders accompanying a primary school group are charged at primary school rate  <b>2) High School (13 years and over) and Adults</b>  Prices are based on a minimum charge of 30 people x 6 consecutive meals Includes morning tea, afternoon tea and a light supper at no additional charge – group is responsible for assistance with serving, dishwashing of plates/cutlery/cups and keeping dining room clean – a quote can be provided if you need these tasks done by Bornhoffen staff	\$13.30  \$14.40	\$13.60  \$14.75	<b>NOTE: For community / family groups where there is range of ages, you will be required to provide a breakdown of under 5's, 6-12 years and 13 years and above when providing your final numbers 7 days prior to your stay</b>
ADDITIONAL SERVICES (OPTIONAL)			
<b>Three course meal</b> – Soup with roll, roast, three roast vegetables and dessert	\$18.00	\$18.25	Per person per meal
<b>Indian curry buffet</b> – three different curries, rice, pappadums, yoghurt, naan bread	\$18.00	\$18.25	Per person per meal
<b>Cheese/dips platter</b> – please order in advance	\$22.50	\$22.50	Per platter (for 4 people)
Please enquire about <b>other catering and meal options</b> – we are flexible and can provide a price on application	POA	POA	
Dish washing of plates, bowls, cups and cutlery by Bornhoffen staff (must be pre-booked)	POA	POA	
Combitherm oven (Wagawn only)	\$80.00	\$80.00	Per day(only for qualified users)

Prices are correct when printed but are subject to change



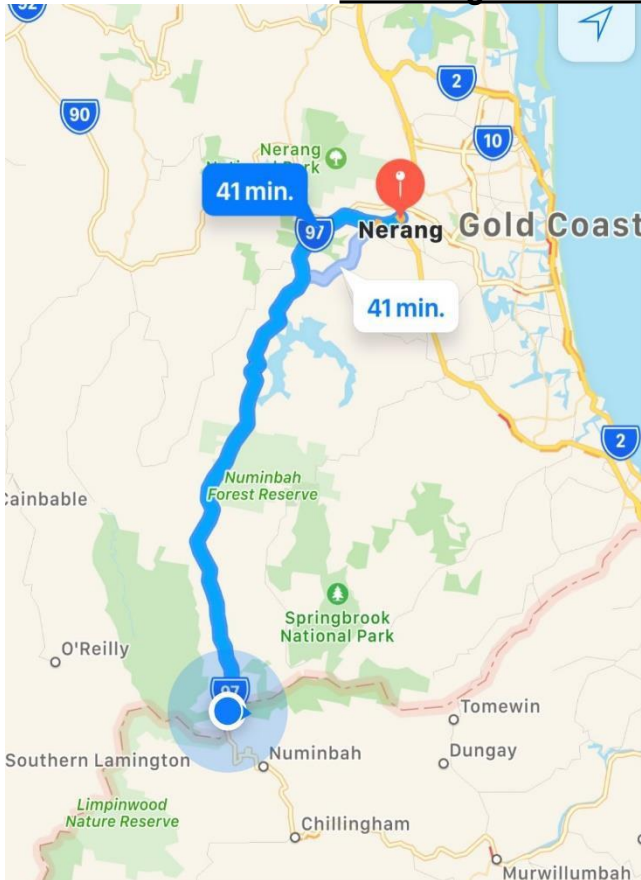
# Bornhaffen Site Map



# Where are we and how do you get here?

Google Maps or other phone based GPS may lose mobile signal depending on who your mobile service provider is.

## Travelling from the North - Brisbane & Gold Coast



### From M1 Pacific Motorway – heading South from Brisbane to Gold Coast

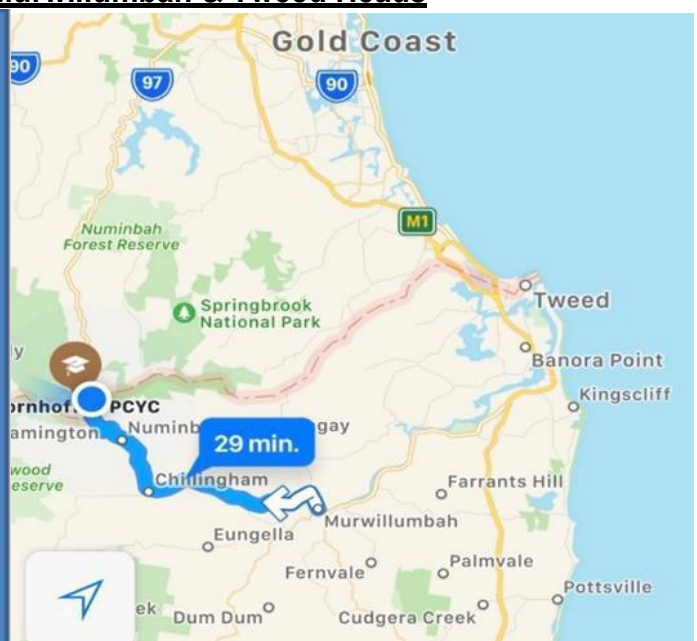
- Take Southport Nerang exit (Exit 69)
- At traffic lights, turn right onto Price Street.  
Note: This road changes its name to the Nerang-Beaudesert Road (Route 90)
- Travel past the Beaudesert turnoff on right – signed Mount Nathan Road to Canungra (do not turn here)
- You are now on Route 97 – Nerang-Murwillumbah Road. Bornhoffen it is approximately 35 kms from here.
- Keep straight on this road. Pass turnoff for Beechmont Road on right (turnoff for Binna Burra), the Hinze Dam turnoff on your left (take care on this section of the road as it is quite hilly and windy), the Springbrook turnoff (Pine Creek Road) on left, then you'll pass through the tiny township of Numinbah, pass the Numinbah Correctional Centre on right and the Natural Bridge National Park turnoff on left
- Bornhoffen is on your right approximately 2.5kms past the Natural Bridge turnoff
- Ignore the first driveway you see - EXIT ONLY. Continue 100m to the ENTRY signed BORNHOFFEN PCYC
- If you reach the New South Wales border, you have gone too far. Turn around and drive back 1km

*Note: Gold Coast City Council rural lot numbers appear at entrances to properties – they are on a short pole with white numbers on a black background. Bornhoffen is **3510 Nerang-Murwillumbah Road**, meaning it is 35.10kms from the beginning of the road. You can keep track of your progress as you drive towards Bornhoffen by keeping an eye out for these lot numbers.*

## Travelling from the South - Murwillumbah & Tweed Heads

### From Murwillumbah – heading West on Wollumbin Street

- Pass Sunnyside Mall on the left and at the roundabout turn right onto Brisbane Street
- Turn left into Murwillumbah Road
- Turn right into Queensland Road
- 1.6kms turn left into Numinbah Road (route 34) this becomes Nerang-Murwillumbah Road. You'll travel through the small village of Chillingham.
- Continue until you have crossed the NSW / QLD border and Bornhoffen PCYC is approximately 1km on the left



# What Bornhoffen Supplies and What You Bring

## Bornhoffen supplies

- All crockery, cups and cutlery
- Commercial dishwasher (chemicals are supplied)
- Washing machine and clothes dryer (free of charge)
- Cleaning materials (eg. mops, brooms, spray disinfectant, Chux cloths)
- Toilet paper and hand soap
- Well-equipped commercial kitchen (dishwashing liquid & pot scrubbers are provided)
- Gas BBQ (LPG gas is supplied)
- Digital television and DVD player
- Whiteboard (bring your own whiteboard markers)
- Projector screen (fixed in each dining room)
- Portable PA system, microphone and data projector available on request
- CD player (available on request)
- Key to lock cabins (issued to Group Coordinator on request)

## What you bring for the group

- Group first aid kit appropriate for your group size, activities and training
- Staff member with a current first aid qualification – it is a requirement that an adult (18 or over) with current resuscitation certificate (in last 12 months) supervises use of the swimming pool or waterholes
- Sporting and activity-specific equipment
- Whiteboard markers
- **If Self Catering you need to bring:**
  - **Safe Food Handling certificate (to be provided prior to arrival)**
  - **all food/consumables for kitchen plus tea towels and oven mitts**
  - **our kitchens/dining rooms have a NO NUTS OR NUT PRODUCTS POLICY**

## What each individual will need to bring

- **Every person must bring a single fitted sheet to be placed on their mattress**
- Pillow and pillow case
- Blankets or warm sleeping bag (it can be cold any time of year)
- Warm clothing (it can be cool in the mountains any time of year)
- Enclosed footwear
- Personal toiletries
- Raincoat
- Towel
- Torch

# Your Stay at Bornhoffen

## Arrival

- A Bornhoffen staff member will usually meet you on arrival. Should you not be satisfied with any matter e.g. the cleanliness of an area, please bring this to the attention of our staff so the matter can be immediately dealt with.
- Please identify the nominated Group Leader. This person must sign to acknowledge that they have received the Arrival Briefing for Group Leader information. This includes information which we require you to communicate to all members of your group.

## Customer Support

- A Bornhoffen staff member is contactable throughout your stay to answer questions and respond to any issues. This includes after hours and overnight. To contact the Venue Officer on Duty, please call the phone number that is prominently displayed in the venue and at the front door of the office.

## Cleaning

- Your group will be responsible for maintaining the cleanliness of the camp during your stay. This cleaning includes accommodation rooms, meals areas, amenities and the grounds.
- Please give consideration to any activities you may be doing which could have an impact on cleaning (eg. muddy activities, face painting). Please use outside taps/outside showers to remove as much mud/paint/etc. as possible.
- Please help young people to maintain cleanliness in their cabins and amenities by inspecting these at least once each day – we recommend you make this part of your program each morning.
- Brooms, dustpans, mops and cleaning spray bottles/wipes are all provided – please ask if you need anything extra.

## Departure

- You will be asked to complete a Departure Report Form which includes an evaluation as well as a record of the actual number of people in your group who stayed and visited.
- The departure time is **no later than 1.00pm** unless you have a variation approved to this in writing.
- Unless you have requested a special arrangement you are requested to arrange your program to allow **all cabins to be emptied and cleaned by 10.00am on the day of departure – this may need to be earlier if you are doing a program with us or if we have another incoming group.**
- Please see our staff for cleaning requirements by your group on your final day. The Bornhoffen staff member on duty will conduct an inspection with you to ensure all areas are left clean and tidy for the next group.
- A cleaning fee may be charged where your group does not meet our minimum requirements.
- **Please note that an hourly late departure fee may be applied if you leave after 1pm.**

## Payment

- An invoice will be sent to you after your service – **payment is REQUIRED IMMEDIATELY ON RECEIPT OF YOUR INVOICE** – we do **not** accept cash or credit card payments – we accept payment by EFT, cheque or money order. A late fee may be applied to overdue payments.



# Duty of Care and Group Management While at Bornhoffen

Your group leader has responsibility for the supervision and duty of care for your group members at all times including during travel to/from Bornhoffen, during meal times, during free time and overnight.

Where PCYC Bornhoffen staff are engaged to provide a structured Leadership Development program, we work in partnership with you and this duty of care is shared during supervised program time.

**Behaviour** - the Group Leader is responsible for the conduct of the group members during their stay at Bornhoffen.

**Noise** - in consideration of our neighbours and others users, we request that noise (**especially amplified music**) be kept to a minimum before 7.00am and after 10.30pm at night.

# While you are at Bornhoffen

PCYC Bornhoffen provides facilities for use by schools and community groups. We do our best to provide a safe environment, however, our property has all of the inherent risks that would usually be encountered on a rural property.



**Adventure-based activities** – no adventure-based activities (eg. abseiling, off track bushwalking) are permitted to be run at PCYC Bornhoffen without prior express approval of management. Please discuss your request well in advance (at least one month prior).

**Alcohol Policy** – alcohol is permitted for consumption by adults in moderation at Bornhoffen provided the adults have no duty of care for young people. The Group Leader remains responsible for the behaviour of all group members.

**Breakages / Damages** - please report any breakages or damage to the Bornhoffen staff member on duty immediately. It is our policy to charge your group for all breakages or damages.

**Candles or incense** – these are not permitted in cabins under any circumstances. Not to be used in other areas on site without prior approval

**Electric or gas heaters** - not permitted at Bornhoffen because of the high electricity usage and/or potential fire risk.

## Child Protection

- All Bornhoffen PCYC staff are required to undertake a Working With Children Check and hold a Blue Card issued by the Queensland Government.
- Organisations using the venue should ensure that they are aware of their own obligations regarding the requirement for staff and volunteers to hold Blue Cards. It is your organisation's responsibility to ensure that child protection issues are considered during the planning and delivery of your program.
- For more information about child protection, please visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) or telephone the Blue Card Services on 07 3211 6999 or 1800 113 611 (Free call)

**Dishwashers** – there is a dishwasher in each of the camps (chemicals are provided)

**Drinking Water** – the drinking water at Bornhoffen is tested each day to ensure safety

## Emergency Procedures

- Your Group Leader will be shown the emergency procedures when they arrive
- Your Group Leader is the designated Fire Warden for your group.
- Your Group Leader should communicate evacuation and lock down procedures on the first day of their camp so that all group members are aware of procedures, location of fire extinguishers, and lockdown areas, etc.
- The emergency assembly area is the car park. The Group Leader must check their campers against their attendance list.
- In an emergency call 000 immediately, or 112 from a mobile that has no service.
- Report all emergencies and/or fires immediately to Bornhoffen staff.
- Our location is: Bornhoffen PCYC 3510 Nerang-Murwillumbah Road Natural Bridge 4211  
(2.5 kms past Natural Bridge National Park turn off)

**First Aid** - Bornhoffen staff have first aid training but the main responsibility lies with your group. You are required to supply an appropriate first aid kit and have an adult staff member designated as responsible for first aid.

**Furniture** - beds and other furniture should not be moved around the rooms. Mattresses are not to be put on floors or taken out of rooms. Please do not drag tables and chairs across the dining hall. For safety, if any furniture is damaged or broken, please report this immediately to Bornhoffen staff.

**Land for Wildlife** – Bornhoffen is a conservation area - all plants and wildlife are protected – activities must have a minimal impact on the environment. e.g. breaking branches off trees for improvised shelters is not permitted.

**Lights** - please conserve electricity and turn off lights (including spotlights) when not in use and help reduce our environmental footprint by reducing electricity usage wherever possible. Our electricity bill is over \$20,000 per annum at Bornhoffen PCYC & we'd much rather invest this money back into improvements to facilities

**Noise** - in consideration of our neighbours and others users, we request that noise (**especially amplified music**) be kept to a minimum before 7.00am and after 10.30pm at night.

**Nut allergen aware site** - no nut products are to be brought into or consumed in the kitchen or dining room.

## Out of Bounds Areas

- Visitors to Bornhoffen are requested to stay within the mown grass areas and on the formed walking tracks.
- Please do not cross any fences or gates as you may be trespassing on our neighbour's land.
- Bornhoffen has a number of cliffs and waterfalls and children/young people should always be supervised.
- All sheds at Bornhoffen are out of bounds to visitors.
- The low ropes course and high ropes courses are strictly out of bounds to all users unless they are being supervised by Bornhoffen staff during a structured program.
- Bornhoffen staff will inform you of any other areas that are out of bounds or have restricted access.

**Security** - locks are provided on all cabins in Wagawn and Hobwee. These doors can only be locked from the outside with a key. A key is available for issue to the Group Leader on request. Bornhoffen PCYC does not take responsibility for the security or damage to any equipment, food stuffs or valuables while you are at Bornhoffen.

**Skateboards, scooters, bicycles or similar** – are not permitted to be used at Bornhoffen.

**Smoking Area** - smoking is only permitted in the designated outdoor smoking area which is located next to the internal bitumen road between Wagawn and Hobwee near the letterbox. Please take extreme care and ensure cigarette butts are completely extinguished and disposed of in the tin provided.

**Swimming** - it is a requirement that an adult (18 or over) with current resuscitation certificate (in last 12 months) closely supervises use of the swimming pool or waterholes at all times.

## Telephones

- Mobile phone coverage is generally good for Telstra and Optus networks. Other networks have sparse coverage.
- The Bornhoffen office is usually staffed during normal business hours (Monday to Friday) although operational needs may mean that staff are not present. The office number is (07) 5533 6154.
- **To contact the Venue Officer on Duty while you are at Bornhoffen (including after hours), call the number displayed in the hall or on the front door of the office.**
- In an emergency situation, if you have not been able to contact someone using the numbers shown above, please contact the following directly: **Manager – Arron Sullivan 0407 148 123**

**Tents, Caravans and Campervans** - we do not generally provide our facilities for camping in tents, caravans or campervans. On occasion, we receive requests from groups booked into accommodation for one or two tents to be used or a campervan to be brought along. Approval by Venue Management is required at least one month prior to your booking. This is done on a case by case basis. Directions on which areas can be used will be given. Please note that our standard charges apply to any people staying in a tent, caravan or campervan

**Venomous Animals** – snakes, spiders, stinging ants and other animals may be encountered at Bornhoffen. All visitors are advised to wear footwear and to remain vigilant at all times.

## Walking on Roads

Anyone choosing to walk to Natural Bridge N.P. or the Border Gate is advised that the road is very narrow, visibility for motorists is poor and there is no footpath. If you choose to walk along the road, it is strongly recommended that you:

- inform everyone in the group of the hazards and procedures for walking safely
- walk in single file
- position adult staff wearing high visibility reflective vests at front and rear of group
- supervise your young people at all times.
- have a bright light at the front and rear of group to warn motorists at night
- Please respect our neighbours and other park users and keep noise to a minimum.

**Washing machine and dryer** – there is a washing machine and dryer in each camp (no charge)

**Waterslides** – are not permitted at Bornhoffen because of safety considerations, limited tank water supply and the impact on our grounds.



## On site free facilities

- swimming pool
- ½ basketball court
- Playing field for football, etc
- 4 hectares of well maintained grass and gardens
- Walking tracks to the creek, waterholes and lookouts
- Camp fire areas
- Portable volley ball
- Frisbees
- Table tennis
- Waterholes in the creek for swimming

## Local Attractions

- **Chillingham Banana Cabana and Bush Tucker Farm** – (02) 6679 1022 [www.chillinghambushtucker.com.au](http://www.chillinghambushtucker.com.au)
- **Chillingham Village Store** – approx 10km south in NSW (02) 6679 1201
- **Chillingham Village Markets** – 2<sup>nd</sup> Sunday each month - [www.chillingham.org.au](http://www.chillingham.org.au)
- **Hinze Dam Educational Tours** – run by SEQ Water – for more information phone (07) 3035 5570 or email [education@seqwater.com.au](mailto:education@seqwater.com.au)
- **Lamington National Park** – 50 minutes drive to Binna Burra – one of the most extensive walking track systems in Australia through World Heritage rainforest – [www.npsr.qld.gov.au/parks/lamington](http://www.npsr.qld.gov.au/parks/lamington)
- **Natural Bridge Section – Springbrook National Park** – approximately 2.5km from Bornhoffen – walking along road not recommended – see page 23 - [www.npsr.qld.gov.au/parks/springbrook](http://www.npsr.qld.gov.au/parks/springbrook)
- **Numinbah Adventure Trails** – horse riding [www.numinbahtrails.com](http://www.numinbahtrails.com) (07) 5533 4137
- **Providence Farm Beechmont** – group dairy farm tours by arrangement – Greg McKenzie 0419 737 295
- **Springbrook National Park** – 30 minutes drive to Purlingbrook Falls, lookouts, waterfalls and an extensive walking track system - [www.npsr.qld.gov.au/parks/springbrook](http://www.npsr.qld.gov.au/parks/springbrook)
- **Springbrook Observatory** – (07) 5533 5055 [www.springbrookobservatory.com.au](http://www.springbrookobservatory.com.au)
- **Tweed Regional Gallery and Margaret Olley Art Centre** – 35 minutes drive to Murwillumbah (02) 6670 2790 <http://artgallery.tweed.nsw.gov.au/>
- **Wollumbin National Park (Mount Warning) NSW** – approximately 45-50 minutes drive [www.nationalparks.nsw.gov.au/visit-a-park/parks/wollumbin-national-park](http://www.nationalparks.nsw.gov.au/visit-a-park/parks/wollumbin-national-park)

## Gold Coast Attractions

We are around 45 minutes to 1 1/2 hour's drive from Gold Coast beaches, Surfers Paradise, Byron Bay and other attractions including:

- **Australian Outback Spectacular** – [www.outbackspectacular.myfun.com.au](http://www.outbackspectacular.myfun.com.au)
- **Currumbin Wildlife Sanctuary** – [www.cws.org.au](http://www.cws.org.au)
- **Dreamworld** – [www.dreamworld.com.au](http://www.dreamworld.com.au)
- **Movieworld** – [www.movieworld.com.au](http://www.movieworld.com.au)
- **Seaworld** – [www.seaworld.com.au](http://www.seaworld.com.au)
- **Wet and Wild Water Park** – [www.wetnwild.com.au](http://www.wetnwild.com.au)

# Natural Bridge Information Sheet

Visitor management

## Group activities at Springbrook National Park (Natural Bridge section)

### Introduction

With its fascinating geology, ancient flora and exceptional fauna, Springbrook National Park is a popular place for school excursions. Springbrook plateau is a remnant of the northern side of a once huge shield volcano that dominated the region about 23 million years ago. Over time, the volcano has eroded away, leaving a landscape flush with cool rainforests, open eucalypt forests and montane heaths. This is a place of Antarctic beech trees, blue spiny crayfish, waterfalls and lyrebirds, a place where generations of school students have learnt about the natural environment and will hopefully continue to do in the future.

Natural Bridge is the home of Queensland's most spectacular glow-worm colony, *Arachnocampa flava*. Found along the vertical banks beside the walking track and within the cave that forms the Natural Bridge, glow-worms can be seen in the park all year round after sunset. Other common sights in the park depending on the season include fireflies, luminescent fungi, red-necked pademelons and bandicoots.

There is an on-line form to notify Queensland Parks and Wildlife Services (QPWS) of any group activity you wish to undertake in one of Queensland's national parks, marine parks, recreation areas or state forests in a way that effects the enjoyment of the place by the general public. This form is available at [www.nprsr.qld.gov.au/licences-permits/recreation/group-activity-notification](http://www.nprsr.qld.gov.au/licences-permits/recreation/group-activity-notification)

The following activities **do not** require you to complete a notification or a group activity permit application:

**Family and office BBQ's; picnics; birthday parties; camping in listed sites; bushwalking; bird watching and general park enquiries.**

Once we receive your notification we will assess whether a permit is required. If you do not hear anything from QPWS within 2 weeks of submitting your notification, you can proceed on the basis that no approval is required.

If we determine that a permit is required an application will be emailed to you.

If you plan to conduct competitive events, rallies and training events, please reply directly to QPWS [gpws@nprsr.qld.gov.au](mailto:gpws@nprsr.qld.gov.au) and an officer will call you.

For general enquiries please email [gpws@nprsr.qld.gov.au](mailto:gpws@nprsr.qld.gov.au) or phone 13 74 68.

### Looking after the park

Whilst visiting Springbrook National Park we ask that you please observe the following:

- Keep group sizes to a maximum of 15 along the graded walking tracks. Larger groups must be split into smaller groups and start time staggered at least 5 minutes apart.
- Please keep noise to a minimum.
- Carry a first aid kit and drinking water.
- All plants, animals and natural and cultural resources are protected and must not be disturbed or damaged.
- Do not feed any wildlife and do not leave any food, which may be scavenged.
- Please take all your rubbish home with you.
- Please ensure that the activity is limited to formalised picnic areas and constructed walking tracks.

### Further Information

For further information regarding Springbrook National Park and the Natural Bridge section please refer to the website [www.nprsr.qld.gov.au/parks/springbrook/](http://www.nprsr.qld.gov.au/parks/springbrook/)

Natural Bridge is a special place. Please help protect this fragile ecosystem so it can be enjoyed by everyone now and in the future.