

## Nunyara Conference Centre



---

## Contents

Welcome .....	2
Emergency Management Plan and Contact Numbers .....	3
Risk Management .....	3
Local Rules (A to Z).....	4
Alcohol .....	4
Attendance List.....	4
Bedrooms.....	4
Damage.....	4
Departure Duties .....	4
Environment .....	4
Fire Alarm.....	4
Fire Fighting Equipment .....	4
First Aid.....	4
Furniture.....	5
Meals .....	5
Meal Times.....	5
Noise.....	5
Respecting Others.....	5
Photocopy / Fax .....	5
Rubbish.....	5
Security .....	5
Smoking.....	6
Spray Aerosols.....	6
WiFi.....	6
Programs .....	7

- Annex A – Meeting Rooms - Conditions of Use
- Annex B – Departure Duties
- Annex C – Incident Report Form
- Annex D – Site Plan
- Annex E – Accommodation Plan
- Annex F – Terms & Conditions of Use
- Annex G – Child Protection Policy
- Annex H – Bushfire Management Policy
- Annex I – Beyond Limits
- Annex J – The Nunyara labyrinth
- Annex K – Feedback Form

## Welcome

On behalf of the volunteers, staff and management of Uniting Venues SA (UVSA), welcome to the Nunyara Conference Centre. We trust that you have a safe, comfortable and memorable stay.

UVSA is a ministry of the Uniting Church SA and leading provider of camps, conferences and retreats for Church, school and community groups within South Australia.

Our mission is to provide opportunities for exploring faith, fostering community, creative learning and leadership development through exceptional Christian hospitality.

UVSA has a team of approximately 100 permanent, casual and volunteer staff spread across five locations: Adare Camp and Caravan Park – Victor Harbor, Emmaus Campsite - Halbury, Nunyara Conference Centre - Belair, Tarooki Campsite – Robe and Thuruna Campsite – Tumby Bay. Each venue has a distinctively different character and is ideally suited for different types of groups and activities.

Beyond Limits Outdoor Education provides activity programs at each of our venues and beyond.

We are privileged to serve about 25,000 people every year. For many of these people this is their only face-to-face contact with the Uniting Church. Our aim is to ensure that each contact is a positive experience of exceptional Christian hospitality.

Again, we trust that you have an enjoyable time with us. Please assist us in our methodology of continuous improvement by completing one of our customer feedback forms.

**Michelle Harris**  
Centre Manager  
Nunyara Conference Centre

**Mark Lee**  
Group Manager  
Uniting Venues SA

## Emergency Management Plan and Contact Numbers

Nunyara’s Emergency Management Plan is available from the office and a copy is also located in the supper room (Main Building) and Turkindi Room (Symons’ Retreat Centre).

- Office – **08 8278 1673**
- After Hours – **0408 524 973**
- Fire / Police / Ambulance – **000**
- Hospital (Flinders)– **08 8204 5511**
- Dentist (Belair Dental Care – 16 Main Rd, Belair) – **08 8278 8611**
- Local Doctor (Belair Family Health Centre – 459 Belair Rd, Belair) – **8278 8900**
- National Home Doctor Service – **13 74 25**
- Police Assistance – **13 14 44**
- Poisons Information Centre – **13 11 26**

## Risk Management

We ask that you help by respecting our Risk Management Guidelines.

- You are required to read and be familiar with the fire evacuation procedure.
- Whilst waiting for room allocation all personal effects are to be stored in the nominated area.
- Heavy items are not to be kept on the top bunk.
- There is to be no running inside any accommodation area or corridor.
- Crockery and cutlery are not to be removed from the dining area.
- Appropriate footwear must be worn at all times within the property.
- The shower and toilet facilities are wet areas requiring responsible and thoughtful use.
- No person under the age of 18 years is to leave the complex without adult supervision or permission.
- No ball games or other recreation activities are permitted in rooms, walkways, verandahs, or near accommodation rooms.
- Road safety rules must be obeyed on roads within and adjacent to the property.
- Safety signs around the property are to be read and obeyed.
- Luggage of departing guests is to be stored in the nominated area.
- The breach of any rules is to be reported to an adult supervisor, teacher, or staff member.

## **Local Rules (A to Z)**

The following information is provided to help make your stay safe and enjoyable.

### ***Alcohol***

Responsible consumption of alcohol by adults is permitted with the consent of the Manager.

### ***Attendance List***

A list of attendees (or accommodation plan) is to be provided on arrival.

### ***Bedrooms***

Please only use rooms that have been allocated. The fitted sheet already on the bed is to be used at all times. Beds are not to be moved between rooms.

### ***Damage***

Please report damaged property and equipment. Groups are responsible for the cost to repair any damage caused by negligence.

### ***Departure Duties***

Groups are expected to complete departure duties prior to departure (see Annex B).

### ***Environment***

To assist in conserving energy please minimize the use of water, electricity, air conditioning and heating.

### ***Fire Alarm***

In the event of a fire alarm, under the direction of group leaders groups are to evacuate to the nearest evacuation assembly point and await further instruction. **If this occurs after hours, please phone the Customer Service Office (M: 0408 524 973).**

### ***Fire Fighting Equipment***

Leaders are to be familiar with the position and use off fire fighting equipment. Fire fighting equipment is provided for the protection of people and is not to be tampered with at any time.

### ***First Aid***

First aid is the responsibility of the group. Please provide your own first aid kit.

### ***Furniture***

If furniture is moved, please return it to where it was originally found.

### ***Meals***

Shoes must be worn in the dining room and please inform either the office or kitchen staff if you will be late for a meal.

### ***Meal Times***

	<b>Bkft</b>	<b>M/T</b>	<b>Lunch</b>	<b>A/T</b>	<b>Dinner</b>	<b>Supper</b>
Nunyara Times	8.00am	10.30am	12.30pm	3.30pm	6.00pm	in Supper Rm or Turkindi

Unless you have arranged for different meal times prior to your arrival, we ask that you adhere to the above times. If you know you are going to be late for any of the above meal times, please advise the kitchen as soon as possible.

### ***Noise***

Noise restrictions apply to the Chapel. You are allowed to play 3 instruments but no drums and our sound system must be used at all times. There is to be no noise in the Chapel after 10.00pm. Noise is to be kept to a minimum after 10:00pm and before 8:00am.

### ***Respecting Others***

Please respect the needs and privacy of other groups.

### ***Photocopy / Fax***

Photocopy and fax facilities are available at the office.

### ***Rubbish***

Please separate recycling goods from general waste and place in the appropriate rubbish bin.

### ***Security***

During the day, it is advisable that you keep external doors and windows locked to your designated area(s) when not in use.

At night, please lock up meeting areas as follows:

**Chapel** – turn off sound system per instructions on cabinet; turn off lights, aircon/heating; shut windows; lock doors

**Main Building** – Lock Nioka door (carpark side); Lock Supper room door (externally); close fire doors to Supper room by pressing the red button on the wall.

**Symons Retreat Centre** – Lock Turkindi Room door; turn off sound equipment at power point; turn off lights; guests are advised to keep Apartments locked when not in use; Rooms downstairs should keep external doors locked at all times if possible.

**Wayirriti Room** – turn off sound equipment; turn off lights, aircon/heating; shut windows and lock all doors.

### ***Smoking***

Smoking is not permitted in any building or within fifteen metres of an open door / window.

### ***Spray Aerosols***

Spray deodorant and hair sprays, etc, are only to be used in bathrooms with doors shut.

### ***WiFi***

Free WiFi is available for guests. Simply connect to the ‘UVSA WiFi’ network. The password is available on request from Reception during office hours, or your Customer Service Officer.

## **Programs**

### **Adventure Programs**

Our adventure programs are designed to promote participation, communication, teamwork, leadership and initiative and will always be appropriate to the age, skills and experience of the participants.

### **Expeditions**

Our expeditions are held at Deep Creek Conservation Park. Students are introduced to hiking in a safe and controlled environment. Students hike with day packs (not rucksacks) and camp overnight in designated campgrounds (with toilet facilities). All equipment is provided and food / meals can be provided too.

### **Social Justice**

Our social justice programs are held at Nunyara Conference Centre (Belair) and provide exposure and hands-on experience to a range of issues such as:

- Homelessness
- Refugees and asylum seekers
- Disability services
- Children in need

### **Aboriginal Studies**

Our aboriginal culture programs are held at Nunyara Conference Centre (Belair). Students learn about local aboriginal culture and participate in a range of workshops including:

- Welcome to country
- Painting
- Basket weaving
- Dance and music