

# **SECTION 3**

**Holloways Beach  
Environmental  
Education Centre**

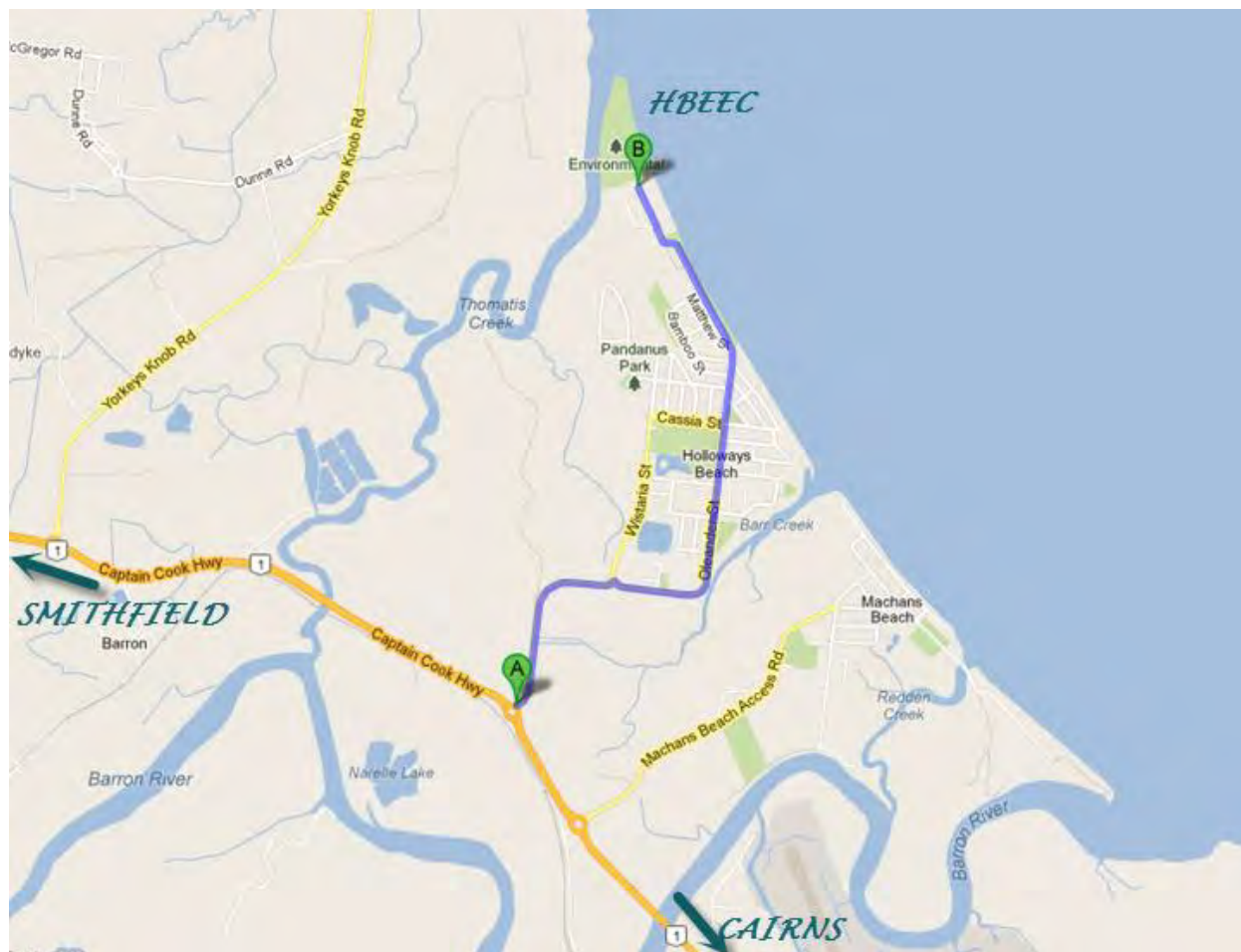


*Where Education Comes Alive!*

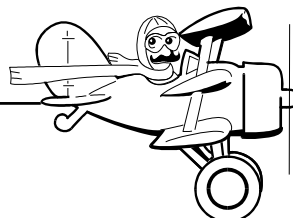
## **HOLLOWAYS BEACH EEC FACILITIES, INFORMATION AND GUIDELINES**

### 3.1 LOCATION MAP

Holloways Beach is a suburb of Cairns, approximately 13 km north of the city centre. On the Captain Cook Highway North of Cairns turn East at the Holloways Beach roundabout.



### 3.2 SCHOOL PROFILE



Holloways Beach is a suburb of Cairns approximately 13kms north of the city centre. The Holloways Beach Environmental Education Centre (established in 1990) is located at the northern end of Holloways Beach and is within five minutes of local estuarine creeks and rivers.

The Centre's facilities include an air conditioned administration block with conference room, a fully established kitchen and five air conditioned cabins capable of accommodating 48 students.

The diversity of habitats and easy access to Cairns and surrounding sites caters for a variety of interests, needs and cultures for local, district, isolated and community students.

This unique location enables students easy access to mangroves, estuarine and beach environments. Boating, water quality testing, aquariums, mangrove and beach programs are offered to students from Year 5 to Year 12 on residential camps and day excursions.

Personal development programs involving leadership, group cooperation, trust, initiative and problem solving activities are used to promote active informed citizenship in groups camping at the Centre.

By providing such specialised programs we are catering for the curriculum needs of school and pupils where such activities, not possible in a normal school environment, are enjoyable, practical and useful to students in our quest to promote Environmental Education in our community.

### 3.3 GENERAL GUIDELINES

### **COVERED GREETING AREA**

- Upon arrival students leave their gear under the covered area. The whole group will be given a guided tour of the facilities and the immediate area.

### **HEALTH**

- Normal hygiene is expected of students ie. washing of hands before meals, after toilet etc.
- Inside toilets used during the night and outside toilets during the day.
- No food or drinks in cabins please.

### **SAFETY (See SECTION 2.4 as well)**

- All swimming activities to be supervised by a teacher in accordance with CARA guidelines
- Life jackets available if required.
- No pre-school aged children to accompany parents on camps.
- Elements of the initiative/problem solving course not to be used unless supervised by a teacher eg. rope swing.
- It is suggested a vehicle be on site in case of an emergency.
- High Ropes Course strictly OUT OF BOUNDS unless supervised by Centre Staff.

### **CAMP FIRE**

- A designated area is made available for camp fires.
- 10 marshmallow toasting forks are available.
- Schools will need to bring their own fire wood

### **OVAL**

- A floodlight is located at the end of the kitchen block for night activities on the oval.

### **TOILETS**

- Outside toilet block constructed 2004, has three toilet cubicles for the girls and two for the boys (TO BE USED DURING THE DAY PLEASE) and inside toilet in each cabin (NIGHT USE ONLY).
- A demountable toilet block for accompanying adults and teachers is located on the western side of the administration block.

### **SHOWERS**

- Hot and cold shower in each cabin (NIGHT USE ONLY).
- Three outside cold showers (toilet block) for boys and girls (usually used after swimming and mud activities) and a hot shower inside for boys and girls.
- Hot and cold showers are available in the demountable toilet block for adults use.

### **LAUNDRY**

- An automatic washing machine is located in the new toilet block for students/teachers use. (washing powder provided by the centre)

### **WORK SHED**

- Unit Support Officer's work shed is OUT OF BOUNDS.

### **BOAT SHED**

- Holds three 4.4m V-nosed punts with outboards plus assorted activity equipment eg. binoculars, nets, life jackets, crab pots, etc. This area is OUT OF BOUNDS unless accompanied by a teacher.

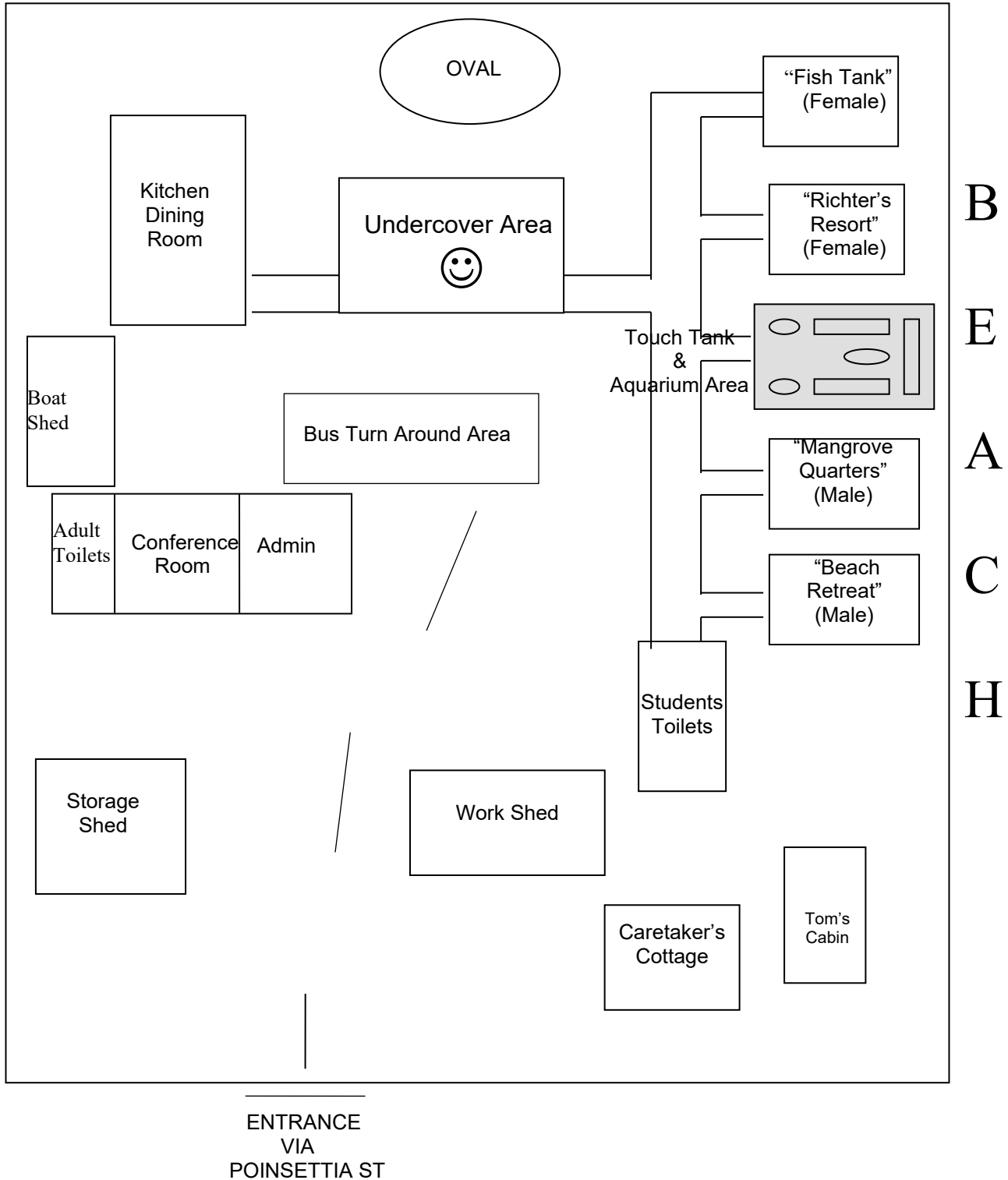
### **CARETAKER'S COTTAGE**

- The Caretaker should only be called upon in an emergency.

## **3.4 CENTRE FACILITIES**

Teaching areas include the conference room, the undercover area, the kitchen and the aquarium area.

The Centre's grounds are not extensive but a large grassed playing area is available for sports. Please restrict access to the beach by designated path. Students are not permitted to go into the mangroves/bush area or onto the beach unless under the direct supervision of an adult.

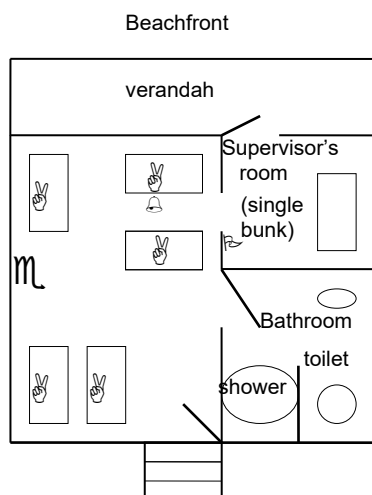


### 3.5 CABINS AND GUIDELINES FOR USE

The main accommodation is in four security screened air-conditioned cabins; each with fans, showers, basin

and toilet, five double bunks and one single bunk capable of catering for a maximum of 40 students with four adult supervisors, (ie. a Max. of 11 in each cabin). An additional cabin is available for larger groups with an extra eight student beds and a supervisor's room.

Note: Air-conditioning is to be used only when necessary eg. summer, and use the lowest setting.



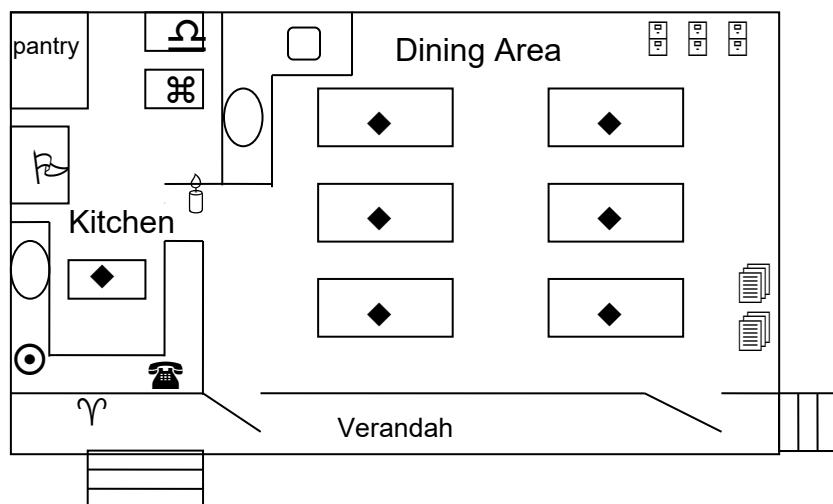
**Legend (not to scale)**

- M fans
- B cleaning utensils eg. brooms etc.
- bell smoke detector on ceiling.
- double bunks













All four cabins are the same.

- No food allowed in cabins at any time, especially lollies/chewing gum (explain problems of ant, cockroaches and mice if food is left in cabins.)
- Mattresses must be covered by a sheet. **Sheets must be used on all mattresses even if a sleeping bag is used.** Beds used uncovered will incur a \$10 cleaning charge to cover removal of mattress cover, laundering and replacing.  
An inspection by the person in charge of the group, to ensure each student has a sheet, is to be carried out before students use the bunks.
- When Centre provides sheets and pillowcases to persons who have not brought their own, cleaning charges will apply to items used.
- No mattresses are to be taken out of cabins at any time.
- Each morning floors (this includes stairs and verandahs) need to be swept and any wet areas to be mopped dry. A broom, dustpan, brush and mop are provided for each cabin (near single bunk). A cabin inspection is held at approx. 8.45am or earlier if day's activities require.
- Students are not allowed in cabins during the day without permission. This prevents disputes and "losses" and minimises the entry of mosquitoes and sandflies.
- Inside toilets are to be used only at night. Outside toilets are to be used during the day.
- The toilet will be cleaned by the cleaner once a day. Spare a thought for him and be clean.
- The showers must also be kept tidy with wet towels and wet clothes hung on clothes line on verandahs.
- Air-conditioners to be used with permission and **night use only.**
- Security doors are to be closed and locked **by key** at night. Main doors may be left open if weather conditions require.
- Each cabin has a fire extinguisher that can only be used by supervising adults. **If extinguishers are discharged without cause schools or students will be charged for refilling ie. \$150.**
- Each cabin is fitted with a smoke detector which is checked monthly. Please discuss emergency procedures with students and check evacuation plan located in each cabin.
- Students are expected to check out of cabins by 9.00am on the morning of departure. Cabin check is carried out before the day's program starts. This is to allow the cleaner enough time to prepare cabins for the next group.
- Sensor lights to the Front Steps and Back Verandah areas are available. These need to be manually turned on at the light switches near front and back doors. Use of these lights is optional.

### 3.6 KITCHEN FACILITIES AND GUIDELINES FOR USE



#### LEGEND (not to scale)

-  Commercial Dishwasher
-  washing up sinks
-  gas BBQ plate & 4 gas burners & electric stove.
-  gas switch for stove (on wall)
-  microwave
-  freezer
-  fridge
-  8 dining tables  
1 kitchen table
-  water cooler
-  telephone for emergency use only
-  dining tables will be stacked in this area upon arrival & before departure.
-  chairs will be stacked in this area upon arrival & before departure.

#### COOKING

- A stove with 4 gas burners and a gas BBQ plate (centre staff to demonstrate use).
- An extractor fan for when BBQ plate is in use.
- An **electric** oven under the gas burners and BBQ plate.
- A microwave.
- A Solar Cooker ([www.sunoven.com](http://www.sunoven.com)) for cooking when solar conditions allow.
- 10 long handled toasting forks (eg. marshmallows).
- A commercial toaster.

- NOTE: - No students are permitted in the cooking/food preparation area unless supervised by adults.
- Fat from BBQ (inside kitchen) drains into a tray under BBQ plate.  
Please use old ice cream containers (marked "BBQ FAT") to collect fat and leave in freezer until rubbish collection day.
  - Master gas switch is located on right hand wall as you enter food preparation area. Please turn off after each use.
  - There is a 4 metre bench for serving meals between the dining area and food preparation area .

#### STORAGE

- 1 large fridge.
- 1 large upright freezer.
- pantry.
- shelving.
- 3 X 65l fibreglass eskies.

#### WATER

- 2 x 20 litre water coolers
- 1 refrigerated water cooler (on kitchen (verandah)).

#### OTHER UTENSILS

- Coloured plastic cutting boards
- 3 x 20l cooking pots
- Colanders (small plastic and large stainless steel)
- Vegetable peelers
- Knives, Forks and Spoons
- 50 Plastic Drinking Glasses
- Stainless Steel Graters
- Plastic Jugs
- Egg Beater
- Carving Knives
- Ladles
- Potato mashers
- Plastic Bowls
- Serving Platters
- BBQ Plate Scrapers
- Fry Pans
- Pots and Lids
- Plates (approx. 50)
- Coffee Mugs (approx. 50)
- Assorted containers
- Rolling Pins
- Spaghetti Servers
- Tongs
- Trays
- Whisk
- Cleaver

#### FURNITURE & OTHER ESSENTIALS

54 chairs  
 8 tables  
 2 mops and brushes  
 2 dustpans and brushes

#### COMMERCIAL DISHWASHER

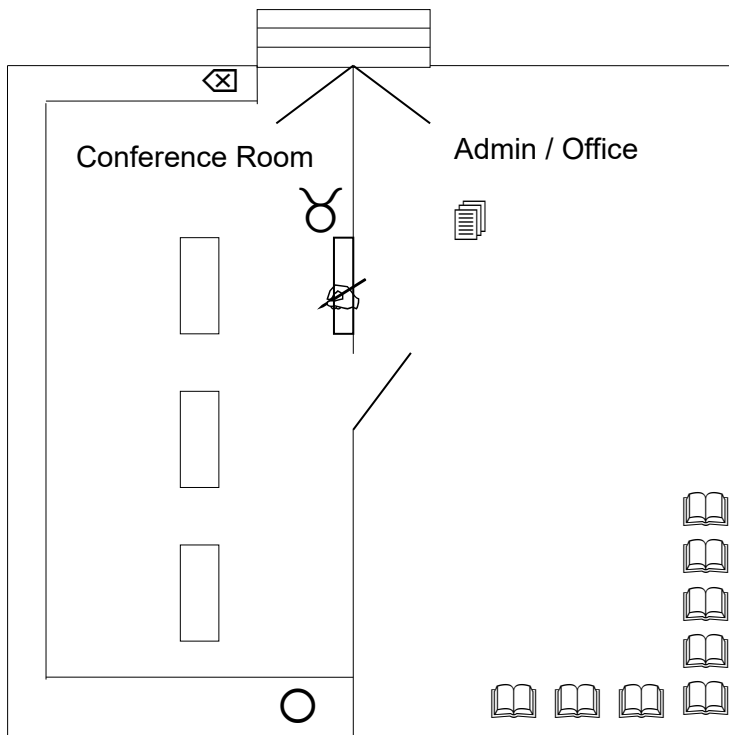
To be used following guidelines as demonstrated by centre staff.  
 Centre crockery and cutlery only to be used in dishwasher.

#### PLEASE NOTE: BEFORE LEAVING






- Tables and chairs to be wiped clean.
- Tables and Chairs to be stacked as they were upon arrival

- Floors swept and mopped.
- All food removed.
- Fridge emptied and turned off.
- All bins emptied into appropriate areas

### 3.7 ADMINISTRATION BUILDING.



#### LEGEND (not to scale)

-  fixed whiteboard - markers avail.
-  TV and video player (DVD/Cassette)
-  sink area
-  Library
-  Photocopier - provide own paper.

#### THE CONFERENCE ROOM

- Has blinds, security window, air conditioning, a sink and coffee and tea making facilities along with a Fixed Projection Screen, ceiling mounted Data Projector, 5 Tables and 40 Plastic Chairs.
- We are connected to the Internet.
- A teacher is required to supervise whenever students use this facility.
- It is available for use at any time (day or night).

#### ADMIN & OFFICE

- has a photocopier - please bring photocopying paper if wishing to use.
- houses a large reference library for teachers' use before, during or after camps.



### 3.8 AQUARIUM AREA AND GUIDELINES FOR USE.

An adult MUST BE with the students in the Aquarium Area at all times to maintain discipline.

- The Aquarium houses saltwater, freshwater and estuarine species. The variety of animal life is fairly constant however there are times of the year when some species are not present.
- Nobody is permitted in this area unless accompanied by Centre Staff. It's kept locked most of the time.
- Maximum number of students per group is 20. However the smaller the number the better the activity.
- Students should be warned about the dangers of fooling around in such an area. Initial warning is given and then offending student is asked to leave.
- Before entering area students need to THOROUGHLY wash their hands with soap and thoroughly rinse in water as any chemicals from insect repellent and sun screen does kill animals in the Touch Tanks.

### 3.9 WASTE MANAGEMENT

- Children will be required to separate all rubbish into one of 5 groups.

<b>Bin</b>	<b>Compost</b>	<b>Meat</b>	<b>Recycling</b>	<b>Batteries</b>	<b>Waste / Rubbish</b>
<b>Contents</b>	All Organic Matter (except Meat)	Any Meat Scraps	Recyclables in accordance with Council guidelines.	All disposable batteries	Any other rubbish
<b>Emptied</b>	Compost Bins (cages) on Eastern side of oval.	Stored in Freezer.	Green and Yellow Wheely Bins.	Small Blue and Purple Bins.	Maroon Wheely Bins

- Discuss with students during pre-visit activities:
  - packaging and its potential for recycling.
  - impact of littering.
- Please instruct students not to bring POPPERS.

### 3.10 OTHER EQUIPMENT LISTS

#### A. CONSUMABLES THAT 'ALL' SCHOOLS PROVIDE FOR THEMSELVES

- \* insect repellent that includes sand fly protection (we recommend Aerogard Odourless Tropical Strength)
- \* sun screen (bulk if possible)

#### B. CONSUMABLES THAT HBEEC WILL PROVIDE FOR 'ALL' SCHOOLS

- |                         |                        |                   |
|-------------------------|------------------------|-------------------|
| * garbage bin liners    | * cooking oil          | * tea and coffee  |
| * dishwashing detergent | * laundry powder       | * soap            |
| * toilet paper          | * paper towelling      | * cling wrap      |
| * disinfectant          | * soothing cream       | * salt and pepper |
| * extra tea towels      | * sponges and scourers | * sugar           |

#### C. OTHER CONSUMABLES SCHOOLS MAY NEED TO PROVIDE IF DOING THEIR "OWN CATERING"

- |                                    |                    |
|------------------------------------|--------------------|
| * flour (if damper is on the menu) | * margarine/butter |
| * aluminium foil                   | * cordial          |
| * milk                             | * sauces           |
| * matches                          | * spreads          |

#### OPTIONAL ITEMS SCHOOLS MAY WISH TO BRING:

- Play equipment eg. footballs, cricket gear, volley balls, etc.
- video camera
- camera
- mobile phone for emergency contact
- spare hats
- CFC for use with data projector

#### ITEMS AVAILABLE AT CENTRE:

- CD player (in kitchen)
- Data projector and screen (in conference room)
- binoculars
- reference books (in office)
- clipboards
- Blindfolds
- Water Quality Testing equipment ( DO, pH, salinity and temp probes)
- Beach volleyball net

### 3.11 FOOD OPTIONS

**Please Note: Holloways Beach Environmental Education Centre has no involvement or responsibility in the ordering, collection or payment of orders.**

(A) It is suggested that on the day of arrival children provide their own morning tea and lunch.

(B) Your complete food requirements can be **ordered and delivered (please contact HBEEC for details)**

(C) Or your group can be **fully or partially catered (please contact HBEEC for details)**