

BURNET PARK CAMPSITE

VISITOR INFORMATION GUIDE

(Doc. BP601 Rev.r: 29/10/2025)

Welcome to Burnet Park Campsite. Please take a few moments to read this Guide. It will provide you with important information regarding your booking, and help make your stay at the park a safe and enjoyable one.

Before Your Stay:

- Make sure that you have completed and returned your Campsite Use Agreement / Facility Hire Agreement (and Public Liability certificate of currency where required); and paid your camp fees and security deposit by the requested date.
- Make arrangements with the booking secretary for the collection and return of keys. (Normally, the key will be accessed from and returned to the key safe close to the property as per instructions provided).
Note: You will be issued with a Guest Master Key that will provide access to the areas of the site that you have booked.
- Make sure you have arranged to bring all necessary supplies, including, toilet paper, tea-towels, washing-up supplies, cleaning/disinfecting supplies, hand-washing/sanitising supplies, and garbage bags. There are small village shops at Tyers and Glengarry for anything that you may have forgotten.
- Ensure that you bring a fully equipped and up to date first aid kit, and that at least one member of your party has training in its use.
- Read and be familiar with the requirements of the Burnet Park Emergency Management Plan (EMP) sections A and D. The EMP is downloadable from the Burnet Park page on the Girl Guides Victoria website. Hard copies are also located on site.

How To Get Here:

Please refer to the directions and route map attached to this Guide.

When You Arrive:

- Park neatly in the car parking area and do not obstruct the access track to the creek, or the gate to the adjacent paddock. Vehicles may be driven into the camping area (in dry weather only), or the loading area in front of the building, to unload and re-load equipment, but should be kept in the parking area whilst in camp. Vehicles should be parked facing out towards the road to allow easy egress in case of emergency.
PLEASE DO NOT DRIVE ON TO THE CAMP SITE AREA DURING OR AFTER A RAINFALL EVENT. You may become bogged and / or cause damage to the grassed areas.
- If you are staying in, or using, the camping area, the gates to the car park must remain unlocked and open at all times whilst the site is in use, to allow emergency egress to the car park / emergency assembly area.
- If you are staying in, or using, the building (Illangi):
 - Your Master Key will unlock the front entry door. It should remain unlocked during your stay, unless you leave the site unattended. You will need to turn the key in the lock

from outside to re-lock it. For safety reasons, the door cannot be locked from the inside.

- UNLOCK AND OPEN THE PEDESTRIAN GATE TO THE PARKING AREA. IT MUST REMAIN OPEN AT ALL TIMES WHILST THE BUILDING IS IN USE.
- UN-BOLT THE EMERGENCY EXIT DOORS AT THE NORTH & SOUTH ENDS OF THE CORRIDOR. THESE MUST REMAIN UN-BOLTED AT ALL TIMES WHILST THE BUILDING IS IN USE.
- Study the Emergency Evacuation Plan, and note the positions of the exits, and the egress paths to the Emergency Assembly Area.
- Open the roller shutters to the windows of all rooms to be used. Handles for the shutter winders are located in the common room for use by the group leaders only. For safety reasons, do not leave the handles in the winders whilst children are in the rooms. Once the shutters are fully raised, the windows can be opened as required to air the building. When opening the windows, use the last hole on the sash stay (i.e. the widest opening), so that the flyscreens can be closed without damaging the mesh.
- The remote control for the common room heater / a/c unit is located on the wall adjacent to the unit. Once the room has warmed up (or cooled down), the temperature should be set to 20° and the fan set to “night-time” for comfort and economic operation. Please do not allow children to operate the controls.
- There are panel heaters located in the passages. These will provide some additional warm air to the bedrooms if required. Do not allow children to operate these heaters.
- In the unlikely event of anything not being in working order or damaged when you arrive, please let us know straight away if it's urgent or a safety issue, and we'll attend to it as soon as possible. Otherwise please make a note and report it to us on leaving. Maintenance Report forms are located in the common room.

While You Are On Site:

Have a great time, but remember the following:

- Pets and domestic animals are not permitted on the campsite.
- The campsite and buildings are a smoke-free environment. If you must smoke, please take a stroll down the road, and dispose of your butts responsibly.
- The campsite is a drug and alcohol free venue.
- Be conscious of the need for fire safety, and be aware of any bans and limitations that apply to the area. Outdoor fires should be carefully tended, and supervised by an adult at all times. Please refer to Emergency Information below, for High Fire Risk and Code Red days.
- Rintouls Creek can be accessed by the gate and pathway at the West end of the site, or by the access track next to the parking area. Adult supervision is required for any activity around the creek. Please do not climb the creek banks.
- Please respect and care for our native wildlife – you will see lots of birds of various species, and you may be lucky enough to spot one of our resident wombats, goannas, possums or wallabies.
- Until further development of pathways and hillside areas takes place, please restrict your activities to the levelled and cleared areas of the site. The hillsides are steep and overgrown, with lots of trip hazards (and stinging nettles!)
- Please help us by picking up any wind-blown branches, bark etc. You can use these on your camp-fire, or stack them neatly in designated areas for future use. (Don't throw them over the fence onto the creek banks!).

Before You Leave:

Campsite:

- Return any site equipment used, to the store shed, in a clean, dry and tidy state.
- Clean the outdoor toilets; empty and clean sanitary bins and rubbish bin & replace bin liners; cover toilets with sacks provided. Leave a couple of toilet rolls. Ensure that the toilet block door is locked, and lights turned off.
- Clean up the fireplaces; return unused firewood and stack neatly in the firewood store
- Scour the campsite for rubbish, tent pegs etc.
- Take away all rubbish, left over foodstuffs etc.
- Ensure all lights are turned off in the camp kitchen / equipment store.
- Turn off the water supply tap to the wood-fired hot water unit and clean out the firebox.

Building (Illangi):

- Return all furniture and equipment to its original position.
- Bedrooms:
 - Ensure all attendees possessions and rubbish etc are removed
 - Vacuum carpets and empty the vacuum cleaner (located in the bench locker in the Common Room)
 - Empty and wash all bins, replace bin liners
- Bathrooms:
 - Clean showers, toilets & hand-basins
 - Empty sanitary and rubbish bins, replace bin liners
 - Stand duck-boards upright
 - Sweep and wash floors
 - Leave a couple of toilet rolls
 - Leave bathroom and passage doors open to facilitate ventilation.
- Kitchen:
 - Wash & dry all crockery and cutlery; and return to the appropriate drawers and cupboards, as labelled.
 - Clean kitchen sink, microwave, fridge/freezer & stove; empty kettle and urn.
 - Turn off and unplug all appliances except the fridge.
 - Take away all rubbish, recyclables, left over food etc, Clean bins and replace bin liners.
- Sweep and mop kitchen, common room and corridor floors.
- Close all windows & flyscreens. Close the roller shutters using the winder handles, and return the handles to the container in the common room.
- Re-bolt the two end doors.
- Ensure all lights and power points (except for the fridge) are switched off.
- Ensure that the heating / ac unit in the common room, and panel heaters in the corridors, are switched off.
- Do NOT turn off the main power switch, water supply main tap, or gas tank.
- Ensure that the front door is locked. (Turn the key fully in the lock from outside.)

General:

- Please fill in the visitors book located in the common room, next to the front door.
- Ensure that the store shed and equipment shed are locked, and padlock all gates securely.
- Complete and sign the "Check-Out Checklist" and return to the Booking Secretary.
- Return keys to the key safe.

Facilities Provided:

Indoor (Illangi):

- Accommodation: Sleeps up to 26 persons in 8 bedrooms. Mattresses only are provided. **BYO pillows, sleeping bags, blankets, mattress protector etc.**
- Kitchen: Commercial oven, gas range & range hood, microwave oven, fridge/freezer, electric frypans, toasters, electric urn & kettle, pots & pans, crockery & cutlery for 30 persons. **BYO tea towels, detergents, cloths, scourers, & garbage bags.**
- Bathrooms: Bathroom 1 has 2 showers, 1 toilet, & 3 wash-basins. Bathroom 2 (accessible) has 1 shower, 1 toilet & 1 wash-basin. Bathrooms are not gender-specific. **BYO toilet paper, hand washing/sanitising supplies and paper towels.**
- Hot water: Gas hot water service to bathrooms and kitchen
- Heating: Reverse cycle heating / cooling unit located in the common room, and panel heaters in passage-ways.
- Telephone: There is no landline, but adequate reception for most mobile phones.

Outdoor (Campsite):

- Camping areas: Large, flat grassed areas with scattered shade.
- Camp Kitchen: 6m x 3m permanent camp kitchen shelter, with wash – up facility. Chairs & tables are located in the equipment store
- Fireplace: Brick cooking fireplace available, with firewood in dry firewood store.
- Hot Water: Wood-fired hot water unit in the camp kitchen area.
- Refrigerator: Located in the equipment store
- Toilets: 2 drop toilets. Please keep lids closed. **BYO toilet paper and hand washing / sanitising supplies**
- Showers: No shower facilities in campsite. Bathrooms in the main building may be used, if booked for your visit, but you must clean them before departure.
- Power: General power and lighting available in the camp kitchen area and solar lighting in the toilet block, plus limited external lighting. Bring torches or lanterns for night time use.
- “Tree House” Approx. 4m x 4m raised platform for sleeping or activities. You’ll need to bring or build a ladder and put up rope balustrades.
- Camp Fire: A permanent camp-fire circle is located in the camping area, with steel fire-ring and timber seating.
- Equipment: Some camping equipment and tents are available for use. **BYO gas cooking equipment, pots, pans, cooking & eating utensils etc.**

Emergency Information Summary:

Refer to the Burnet Park Campsite Emergency Management Plan for further details for all emergencies. Copies are located in the main building common room, and in the outdoor equipment store room.

Total Fire Ban / High Fire Risk Days:

- You must not light fires or have any naked flame. Gas and spirit stoves may only be used inside a building or other enclosed space (caravan or camper van etc.).
- Comply with all directions given by emergency services personnel.
- If you decide to leave, do so as early as possible and inform police and fire brigade of your travel plans.

Code Red Days (for West and South Gippsland areas):

- You must pack up and leave the campsite as early as possible and:
 - Return to homes or go to Traralgon Civic Centre – Grey St, and register your presence.
 - Inform Police & Fire Brigade of your location.
 - Listen to ABC radio for information.

Emergency Phone Numbers:

Police, Fire Service, Ambulance:	000 or Mobile 112
Victorian Bushfire Information Line:	1300 240 667
Latrobe Regional Hospital	5173 8000
Poisons Information Line	131 126
Gippsland Water (water service emergencies)	1800 057 057
SP Ausnet (power service faults and emergencies)	131 799
Elgas (LP gas service provider)	131 161
Traralgon Police (Non-emergency calls only)	5172 2700 or 131 444
Wildlife Victoria 24/7 Emergency Help Line	8400 7300

Burnet Park Campsite Committee Contact Numbers:

The following members of Burnet Park Campsite Committee of Management may be contacted in the event of an emergency:

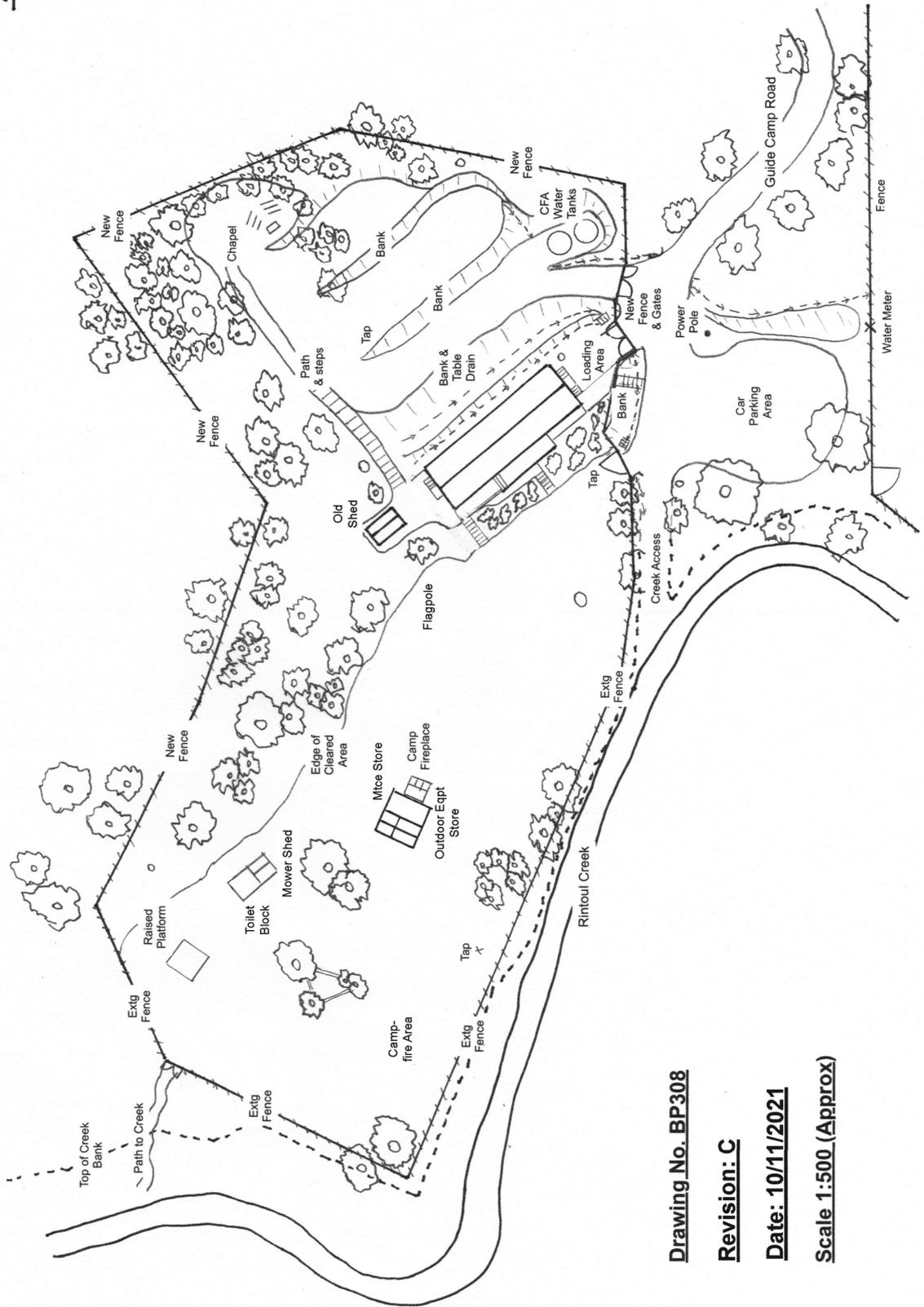
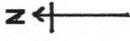
Bruce Allen	0418 734 409
Linda Hall	0427 671 780

Burnet Park Campsite Booking Secretary:

For any enquiries prior to your event:

Dorothy Sturgess burnetparkbookings@gmail.com

Burnet Park Campsite - Site Plan



Drawing No. BP308

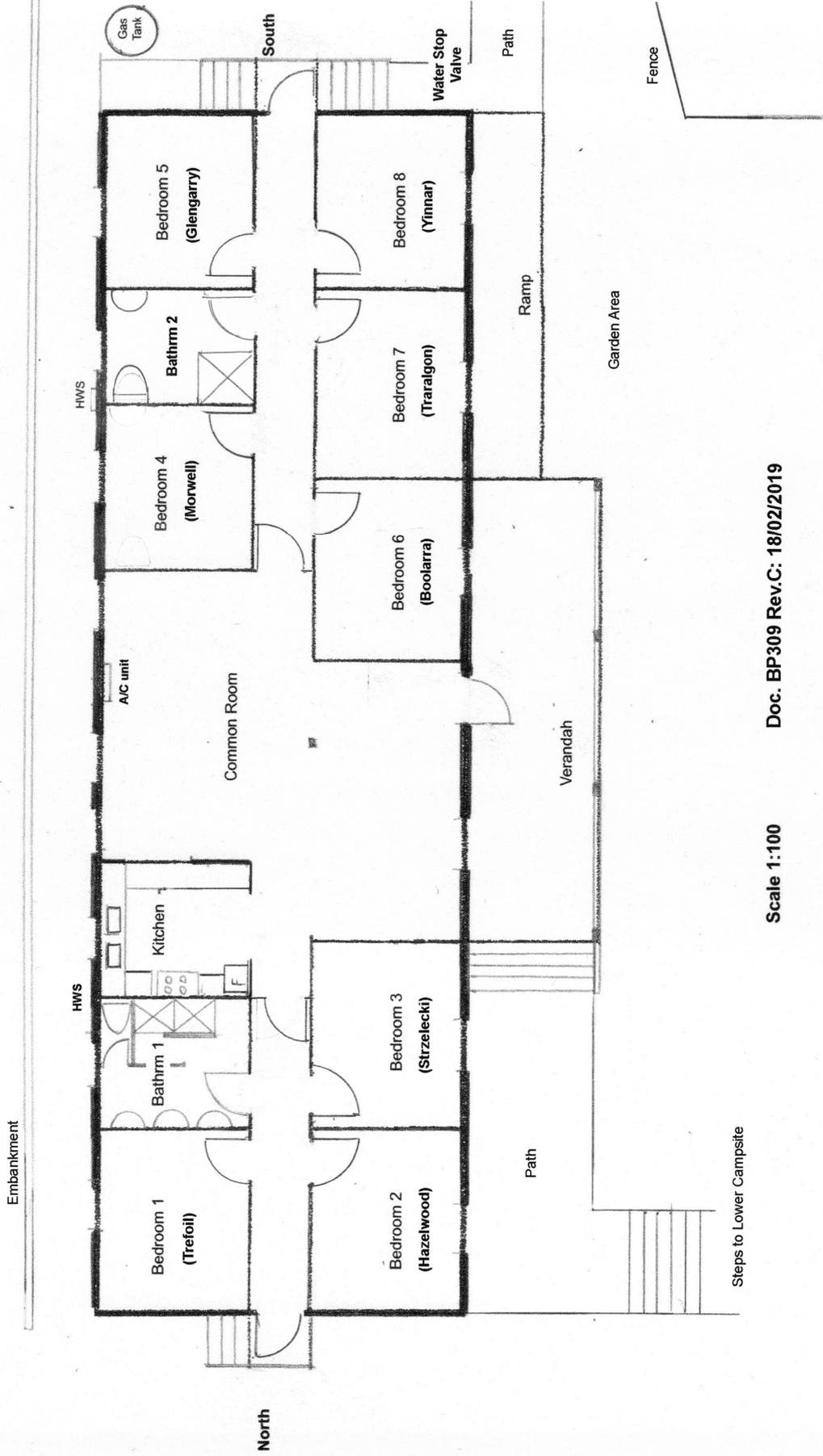
Revision: C

Date: 10/11/2021

Scale 1:500 (Approx)

Burnet Park - Accommodation Building - Floor Plan

"ILLANGI"



Scale 1:100

Doc. BP309 Rev.C: 18/02/2019

Steps to Lower Campsite

