



***Site Induction Booklet for Visitors and  
Event Coordinators***



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All Visitors and Event Coordinators are required to Read the Manjedal Site Induction

## Introduction

The Manjedal Activity Centre (MAC) is tucked away amongst 184 hectares of jarrah forest, and located midway between Byford and Jarrahdale. It is approximately 1 hour from Perth. There are two dormitory buildings, self-contained cottages, large tent camping areas, and many hectares of forest used for activity bases or simply left as natural bushland.

The purpose of this induction is to ensure you have a safe and enjoyable time at the MAC. Please ensure all leaders in your group are aware of the following information.

## 1. Evacuation Plan

In the event of an evacuation of the MAC being necessary, MAC staff will be advised by an appropriate authority:

- Local Police
- Fire and Emergency Services Authority (FESA)
- Department Parks and Wildlife (DPAW)
- Shire Ranger
- State Emergency Services (SES)

The Emergency Siren (Klaxon) will be sounded.

MAC Evacuation Co-ordinator will be wearing:

- Orange Reflective Hard Hat
- Orange Reflective Safety Vest



MAC Evacuation Staff will be wearing:

- Orange Reflective Safety Vest

MAC Evacuation Co-ordinator/Staff will be responsible for ensuring that all onsite personnel and visitors are evacuated to the Emergency Evacuation Site.

A brief outline of the Emergency Evacuation Procedure is defined below.

The Location Address for Emergency Services is:

**163 (end of) Manjedal Road Karrakup WA**

***Do not evacuate*** the site until you have been advised to do so from the MAC Evacuation Co-ordinator, MAC Evacuation Staff or Emergency Services Personnel.

# ON HEARING THE KLAXON

## OR BEING INFORMED OF THE NEED TO EVACUATE EVERYONE AT MANJEDAL ACTIVITY CENTRE MUST:

1. **Assemble** Assemble your group and head to the nearest Emergency Assembly Area located at:
  - Two Gum Oval (Northern Side of Manjedal)
  - Youth Centre (Northern Side of Manjedal)
  - Gilwell Carpark (Southern Side of Manjedal)
  
2. **Ensure** Ensure all members of your group are present, and be ready to inform the MAC evacuation co-ordinator/staff if anyone is missing and their last known location.

*Do not send anyone to look for missing persons!*

Ensure that you know the number of vehicles that you have available, and how many people can be taken in each vehicle.
  
3. **Prepare** Prepare your group for evacuation by:
  - Keeping your group together
  - Not sending anyone to find missing people from your group
  - Ensuring only essential belongings are taken  
(For Example: Identification, Medication, First Aid Kits)
  
4. **Vehicles** Be prepared to collect your vehicle if instructed by the MAC evacuation co-ordinator/staff for ferrying personnel offsite to the emergency evacuation site.
  
5. **Evacuate** Listen to, and follow, all of the instructions.

Once at the emergency evacuation site, keep your group together and do another head count.

Keep your group calm and wait for further instructions.

## 2. Additional Emergency Information

### Limited Vehicles

In the event that there are insufficient vehicles to transport everyone offsite to the emergency evacuation site, the Manjedal evacuation coordinator/staff available on site may first instruct people to be evacuated to a farm just east of the MAC called 'Tree Tops'

In the event of fire, this property has sufficient dams and refuge areas where people can take shelter to await being evacuated to the Emergency Evacuation Site.

### The Klaxon

The MAC is equipped with an emergency klaxon siren, located at the office at the front gate. The klaxon is tested on a weekly basis.

The emergency klaxon may be tested at 10:30am on any day for 15 seconds. In this instance no response is required.

### Localised Evacuation

A **Localised Evacuation** occurs if a MAC staff member asks your group to relocate due to an incident or serious safety concern and orders the immediate evacuation of the area. You will be sent to your campsite, accommodation or another defined area to await further instructions.

### Assembly Areas

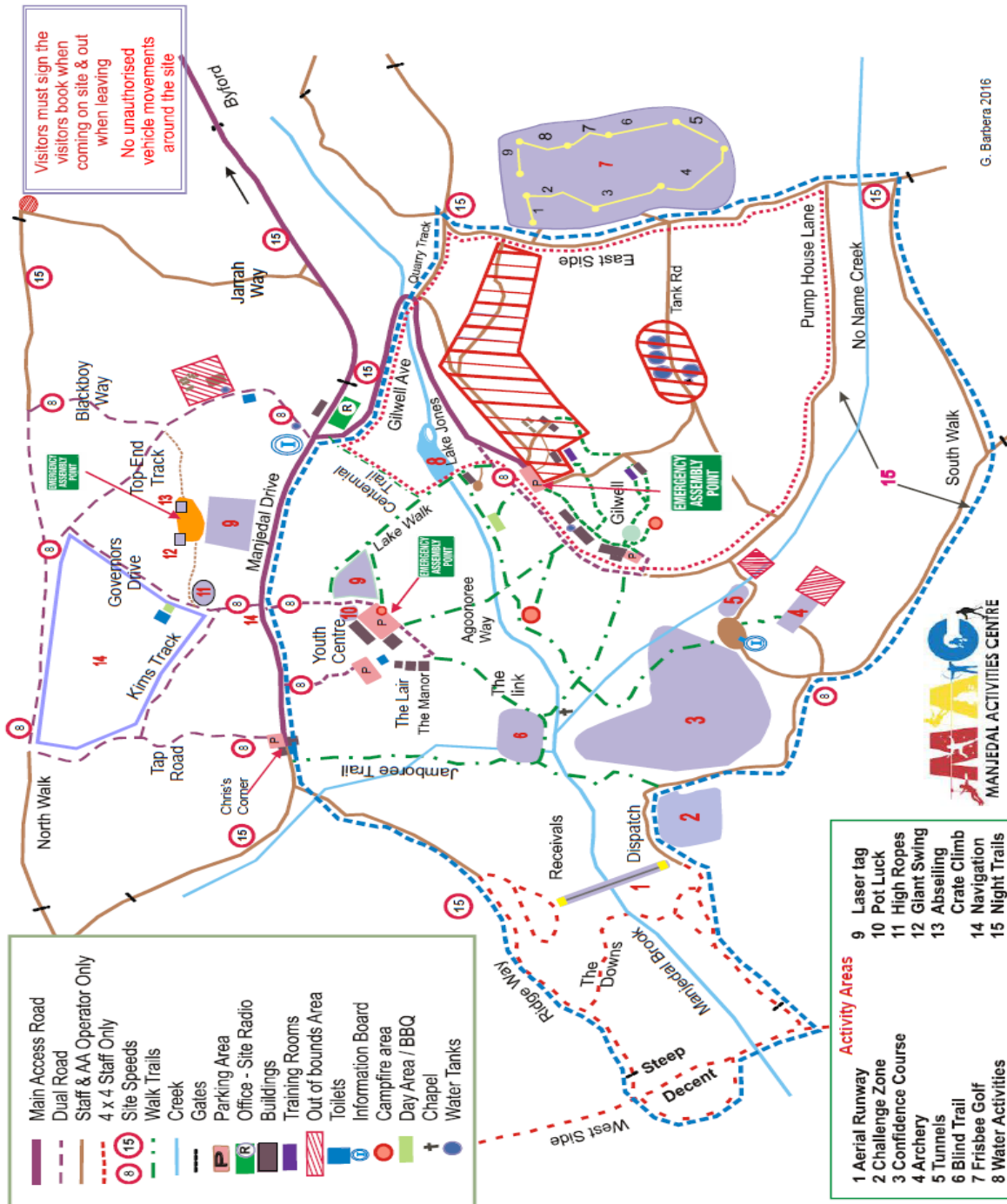
Emergency Assembly Areas are located at:

- **Two Gum Oval**  
Events Store, Skills Camp, Campsites, Activities on Two Gum Oval
- **Youth Centre Car Park**  
Chapel, Blind Trail, Manor, Lair, Youth Centre, Chris' Corner
- **Gilwell Carpark**  
Chapel, Lake Jones, Gilwell, Rotunda, Frisbee Golf, East End Campsites  
Aerial Runway, Archery, Confidence Course, Challenge Zone, Tunnels

### Practice Emergency Drills

The MAC Staff will notify all groups on site when there will be a practice emergency evacuation. A minimum of two hours notice will be given to all involved.

### 3. Manjedal Site



#### 4. Local Assistance



##### **Byford Medical Centre**

4 Clifton Street Byford  
08 9525 1133

##### **Operating times**

Mon	0800 - 1900
Tues	0800 - 1900
Wed	0800 - 1700
Thurs	0800 - 1900
Fri	0800 - 1700
Sat	0700 - 1200
Sun	Closed

##### **Byford Pharmacy**

8/837 South Western Hwy  
08 9525 1010

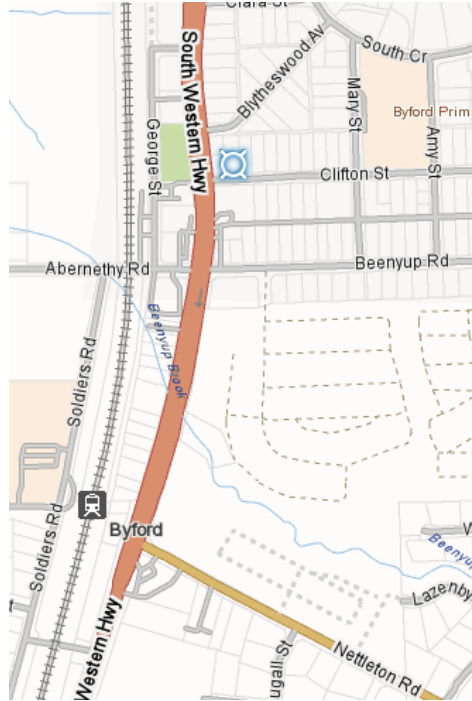
##### **Operating times**

Mon – Fri	0800 - 2000
Sat – Sun	0800 - 1700

##### **24 Hour Emergency**

##### **Armadale Hospital**

3056 Albany Hwy Kelmscott  
08 9391 2000



##### **Driving Directions to Armadale-Kelmscott Memorial Hospital**

- Manjedal Activity Centre
- Head east on Manjedal Rd towards Nettleton Rd (1.5 km)
- Turn left onto Nettleton Rd (9.2 km)
- Turn right onto S Western Hwy (8.7 km)
- Continue onto Albany Hwy (2 km)
- Turn right into Armadale-Kelmscott Memorial Hospital



## 5. Mobile Phone Coverage

Mobile phones generally do not work on the MAC site.

Best locations within the MAC to obtain mobile communications are:

- The MAC Office at the front gate (Telstra only)
- Gilwell parade ground
- South Walk (low ropes, runway area)

## 6. First Aid

- Your group is responsible for your own first aid
- Where your group is unable to render first aid or needs assistance please contact the MAC staff via the two-way located at the office
- All accidents where medical attention is sought need to be reported to the MAC staff

### Defibrillator

The MAC has a defibrillator located at Gilwell and at the office. If you are in need of the defibrillator please contact the MAC staff via the two way radio at the office.

## 7. Risk Management

Visitors and event coordinators need to be aware of the hazards around the MAC.

The MAC has a 'Site Risk Management Plan' that must be read and understood in connection with the visitor site induction.

## 8. Site Codes

Access to the MAC is controlled by an electronic security gate.

The code is changed regularly. Ensure that you know the code for the security gate during your visit.

## 9. Communication

The MAC operates on the closed private channel Manjedal 1 ("Site Operating Channel"). The intercom on the gate and the radio outside of the front office both use this channel. Instructions for operating the two-way radio are located next to the radio outside the front office.

The MAC Manager may decide to alter the operating channel. If the channel has been changed, it will be displayed on the main gate radio sign.

The Aerial runway (Aerial Runway) operates on UHF channel 55.

We ask that all visitors to the MAC use a different UHF channel, unless you need to contact the MAC staff.

## 10. Vehicle Movements

All motor vehicles travelling within the MAC are limited to a max speed of:

- 10km per hour ("campsite speed")
- 20km per hour ("site speed")

When approaching a group of pedestrians or cyclists **Stop** your motor vehicle and wait for the group to clear the road to allow you to pass at a reduced speed of 8km.

Maintain your reduced speed until you are clear of the group and then return to the site speed.

Within MAC, unsafe driving is considered to be any action that involves a motor vehicle being operated at a speed that:

- Exceeds the campsite speed or site speed
- Endangers pedestrians or cyclists
- Causes the vehicle to slide
- Contravenes legislation

If you witness a motor vehicle being driven in an irresponsible or unsafe manner please report this immediately to the MAC staff with the following information:

- The date and time of the incident
- Location of the incident
- Make, model, colour
- The name of driver (if known)
- Registration number (if known)

## 12. Authorised Vehicles Only

Pedestrians and cyclists enjoy the MAC roads and tracks, including the tracks that lead to activities.

To minimise the risk of a pedestrian or cyclist being hit, motor vehicle movement within the MAC is restricted.

The MAC staff and activity operators are the **only personnel authorised** to move around the MAC restricted areas in motor vehicles.

### Campers and Day Visitors

Campers and day visitors are required to park at the allocated parking areas and walk or use a bicycle around the site.

## 13. Amenities

Toilets are located at:

- Top End Track
- Governor's Drive
- Manjedal Drive, next to The Lodge
- Youth Centre
- Gilwell

## 14. Alcohol

The MAC does not have a catering licence covering the sale or supply of alcoholic beverages. As a result, alcohol is not permitted unless written approval has been provided by the MAC Manager to the client.

Consent will only be provided where:

- A written request is lodged with the MAC Manager no less than 30 days before the arrival date
- A group nominee is appointed as the responsible delegate for the event
- There is no financial transaction relating to the provision of alcohol
- Alcohol is not for sale on site
- Where alcohol is being served, guests are encouraged to consume in moderation
- No youth are present during the consumption of alcohol

The Scouting Policy on Alcohol states:

*“Adults in Scouting must never be placed in a position where there may be any suggestion that consumption of alcohol may affect the ability to exercise attention to proper care of youth and activities or functions under charge or supervision.”*

## 15. Minimal Environmental Impact

The MAC is inhabited by a wide variety of native animals and bird life including kangaroos, possums, goannas and kookaburras.

For the safety of all visitors, and to minimise the impact on the environment, we encourage all visitors to use the walk tracks and trails.

Leaders are also required to discourage members of their group from ripping branches, leaves, etc from trees and bushes.

## 16. Fires

Open fires are permitted at the MAC between 1 May to 31 October each year. These dates may vary due to weather conditions, so please check with the MAC staff.

During the period from 1 November to 30 April **no** campfires are permitted.

## 17. Camp Ground Rules

- Vehicle speed is 20km/hour and 10km in camping areas at all times
- During your stay at MAC, access around MAC should be via bicycle or walking
- Any standing tree, dead or alive, is not to be marked in any way
- Respect other sites as you would your own
- No holes or trenches are to be dug without MAC staff permission
- Dispose of rubbish in the bins provided
- Do not feed the native animals or leave them food scraps
- No fires of any size or purpose are to be lit during Fire Ban Season
- Use only established fire places for fires
- Keep fire size to a minimum
- Do not leave fires unattended and **EXTINGUISH BEFORE SLEEPING**
- Motorbikes are not to be ridden
- Pets are not permitted
- Hazards and faults are to be reported as soon as possible
- Your feedback is essential and welcome.

We appreciate your co-operation.