

Information Pack



AONGATETE
OUTDOOR EDUCATION CENTRE & LODGE

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Vision

Aongatete Outdoor Education Centre is a leading environment centre in New Zealand with a focus on environmental education, outdoor safety & sustainability

Mission

To provide environmental education opportunities and activities, that foster the development of positive life skills and give memorable experiences in the NZ bush.

Core Values

Guardianship/Kaitiaki

We use all resources efficiently, effectively and sustainably in order to further the AOEC mission and care for the Kaimai Mamauku Forest Park, which is seen as a taonga that needs saving and protecting

Sustainability

We act in a manner that is environmentally, socially & economically sustainable at all times. We make decisions that last longer than we will. We honour our commitments to the environment, to our mission, our vision and to those we serve

Customer Care

We understand, determine and deliver what our customers want, provide knowledge, tools and support to plan for and execute a successful camp/event that delivers quality activities, provides memorable learning opportunities and helps build a healthy relationship with the natural environment.

Relationships

We develop, maintain and nurture long term quality relationships with all our customers, schools, organisations and stakeholders

Teamwork

We cooperate and work together with AOEC users & stakeholders for the common good of the environment, the people we serve and the organisations mission

Development & Growth

We provide opportunities to learn new skills, overcome physical challenges, develop positive attitudes, help to improve self confidence, initiative, leadership and teamwork.

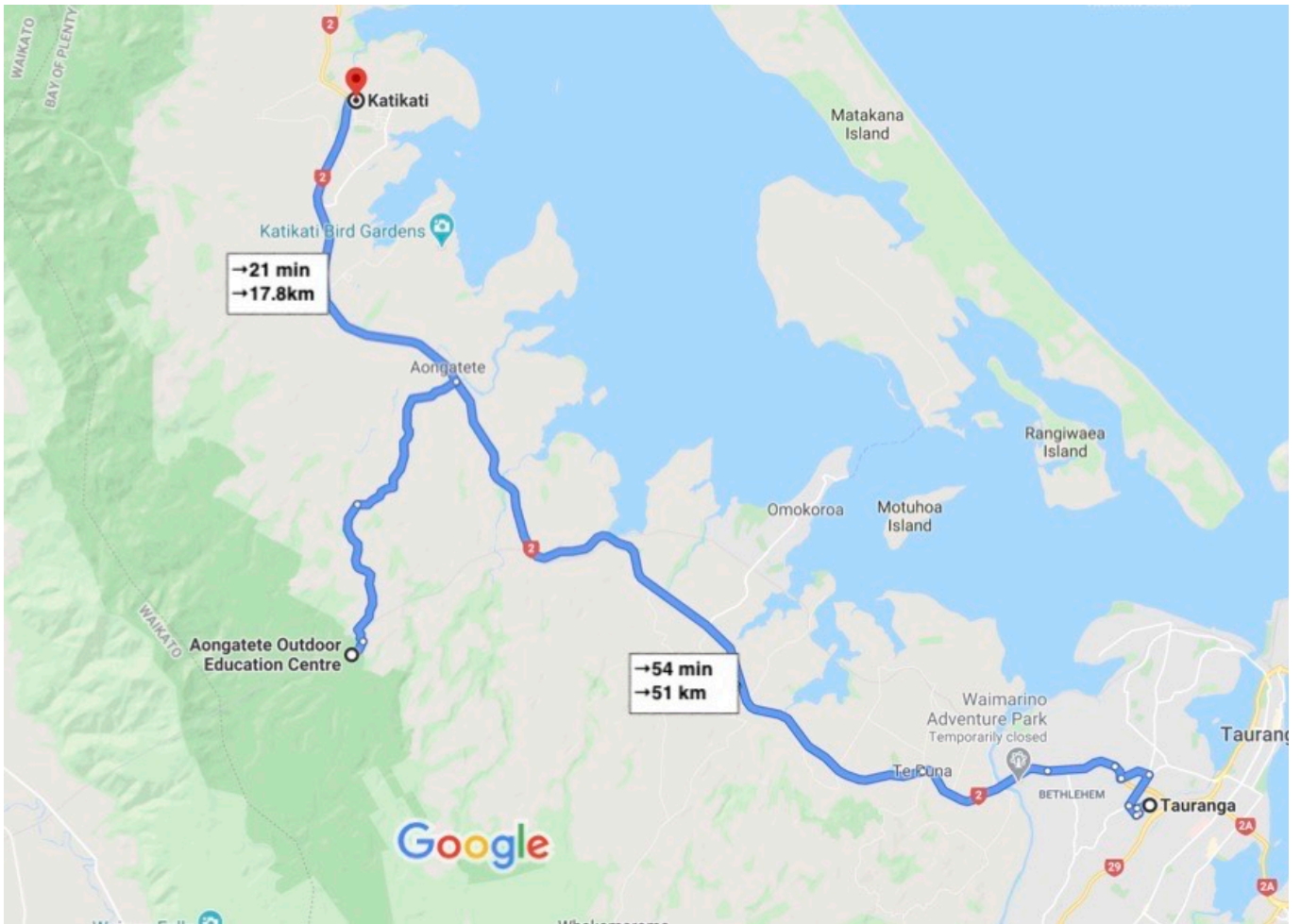
Environmental Care

We promote a deeper understanding and respect of the local natural history through a focus on environmental education

Outdoor Safety

We encourage and promote health & safety and the responsible use of the outdoors

Where we are



Directions from Katikati

- ↑ Head toward Tauranga on SH2 8.90km
- Turn Right onto Wright Rd and stay on Wright Rd 8.34km
- Turn Right into Aongatete Lodge Lane 450m
- ↑ Continue to Lodge Gate

Directions from Tauranga

- From Bethlehem Roundabout
- ↑ Follow SH2 towards Auckland (Katikati & Waihi) 22.3km
- ← Turn Left onto Wright Rd and stay on Wright Rd 8.34km
- Turn Right into Aongatete Lodge Lane 450m
- ↑ Continue to Lodge Gate

Notes for Camp Leaders & Organisers

Our board of trustees has over the last few years reviewed AOEC's objectives and values and is now working towards becoming a leading environment education centre in NZ and adopting more sustainable practices.

With over 4000 visitors each year, the environmental impact on the surrounding forest and resources is clearly visible. Our new Vision will affect every group that visits Aongatete, it is now our task to work with schools and organisations (as well as social groups) to ensure that objectives, new protocols and guidelines are met. This is most effectively done in person, either at a pre-camp visit or by meeting with school camp leaders at your school.

Bookings:

Please note, our facilities can only accommodate 100 people. Priority is given to schools and organisations who use AOEC on a regular basis with a dominant Nature/Environmental Study & Outdoor Safety/Bush Craft objective. Those groups will also receive a financial incentive plus camp planning support, activities training and additional support.

Please see our website booking calendar for available dates and confirm availability with AOEC Management. A completed Booking Form (available on our website) is essential to make your booking. As soon as we received this, we will send you an invoice for your deposit.

We do accept **Social Bookings** for weekends and in the school holidays, however an application process is now required. **Special conditions apply.** An application form can be accessed on our website. A mature adult of good repute must be prepared to vouch for, and be responsible for the members of their group and its actions.

Alcohol Policy

Please note that we have a **Responsible Alcohol Consumption Policy.** It is essential to inform AOEC Management if you intend to consume alcohol during your stay.

Cancelation Policy: Your Deposit is not refundable if a booking is cancelled less than 3 months of intended occupation. For Public holiday weekends and official NZ school holiday weekends the cancelation period is 6 months. If cancelation is made less than 2 months of booked dates, our minimum night fee of \$400 per night booked is payable unless we can rebook those dates. If you have a repeat booking for every year or every second year, we require cancelation at least 6 months ahead of time.

No Dogs

As AOEC is situated on Department of Conservation Land, no dogs other than guide dogs or DOC permitted dogs are allowed on lodge property and on walking tracks.

Occupation Times: Unless special arrangements have been made, Occupancy times are as follows unless arranged otherwise with manager:

Monday Arrivals: 8am

Tuesday - Friday Arrivals: 1pm Departures: 12pm

All weekend booking are for a minimum of two nights and are restricted to a Friday afternoon check in (before 3pm) and a Sunday afternoon checkout.

Planning your Camp: Planning your camp starts when you make your booking, Please refer to our Activities Catalogue for activities that are offered at AOEC. Our Manager is more than happy to help you plan your camp. It will save you a lot of time and eliminates stress at camp. In most cases it makes the difference between a mediocre and a successful camp, even if you have been at AOEC many times before.

To ensure instructor availability, we need to know your planned activities that require an AOEC instructor, the term before your camp. If your camp is in Term 1, we will need your camp program before the end of term 4, so we can insure availability of instructors.

A camp program with all of its day and night activities must be forwarded to AOEC management even if you do not require any AOEC staff assistance to run any of your activities/camp program

Your Camp Menu

It is a lot easier, eliminates food waste and saves money if you plan ahead of time. Ask our manager for easy meal planning and shopping options that will save your group a lot of time and money.

- You can have all your groceries and consumables delivered to camp on the day of your arrival by Bidvest (please inquire with AOEC management) or
- You can also shop online at **Countdown**, www.shop.countdown.co.nz and for the freshest fruit and veggies at Katikati's local grower "**Grow Link**" www.growlink.co.nz .They will have all your groceries ready for you to pick up on your way to camp.
- Camp Catering is another option if you wish to keep it easy as well as affordable and have all your camp meals ready to heat. Ask us for more information

Orientation Visits: All teachers and group leaders must book a pre-camp orientation visit at least two months, preferable a term before their booking date. Please note that we can not facilitate pre-camp visits while the lodge is in use by other groups and it necessary to book an appointment with management well ahead of time.

The Week before your Camp: Please ensure that all your parent/adult helpers are familiar with their responsibilities, activity instructions and general house keeping. Check with AOEC Management, that all the resources you require are available.

On arrival: Make your group available for a welcome from the manager who will remind everyone of basic rules to ensure safety and enjoyment of the camp.

Cleaning

Your group is required to clean the facilities before you leave. The refund of your booking fee is dependent on this. Cleaning Instructions are posted in each building to assist you. All cleaning equipment and environment friendly cleaning products are provided. You do not need to bring any cleaning consumables, toilet paper and hand paper towels. As of 1st July 2021, all of this is provided by AOEC, to reduce plastic waste and to make a bigger commitment to the environment. A 50c per person per night fee applies.

Departure Clean:

You can book a Departure Clean. Special conditions apply. Please call our manager to find out more.

Rubbish Disposal

1. **Food waste** is collected in the bins provided and picked up by a local farmer will to feed his pigs.
2. **Burnable waste** is any waste of timber origin, i.e. wood, paper, and cardboard. This waste is to be collected by the occupier and in the morning burned in the Marshal Heater to begin the process of water heating.
3. **General Household Rubbish** Biodigradable Rubbish bags are provided by AOEC. It is your responsibility to take all your rubbish with you at the end of your stay.
4. **Recyclable waste** Please Recycle where possible - our planet needs it! Make sure you have some boxes that you can transport your recycling in. i.e. plastic, metal, glass etc. can be taken to the **Katikati Recycling Centre:** Wills Road Katikati. Opening Times: Thursday: 1 pm to 4 pm, Saturday: 1 pm to 4 pm, Sunday: 9 am to 12 noon

What to bring

Kitchen

- T Towels
- Oven Mitts
- Your own Sharp Knives (shall you need it)
- Fly Spray
- Glasses for drinks if required (plastic cups are provided)

BBQ

- Gas Bottle (standard fitting)

Wash House

- \$1 Coins for washing machine/dryer - both take 2 x \$1 coins

Emergency Care & Protection

- Insect Repellent
- Sun Screen
- First Aid Kit

Entertainment

- Any boards games, cards etc
- Craft Materials (for rainy day back ups)

Bedding

(only bunks and mattresses are supplied)

- Pillows
- Pillow Case
- Sheet
- Sleeping Bag or Blanket

Suggested Personal Clothing

other than usual day wear

(dependent on time of year)

- a complete change of clothes other than the normal day wear
- Thermals/Merinos/Polypropylene quick drying is best (avoid cotton for outdoor activities)
- Woollen Jersey & Long Trousers
- Two Pairs of shoes (one old one for getting wet and dirty and one for wearing around camp)
- Wet Weather gear/Rain Jacket
- A woollen beanie & a sun hat
- Night attire including a warm hat and bed socks
- Water Bottle
- Towel & Swim Wear

Please ensure that no-one brings any **disposable wipes**. These are an environmental disaster and block waste water systems.

Facilities

You can find many photos of our facilities on our website www.aongateteoec.co.nz and on our facebook page “**Aongatete Outdoor Education Centre**”

Main Building & Kitchen

The kitchen contains 2 commercial electric stoves, microwave oven, a large display chiller, 2 refrigerators, a deep freeze, a multi slice commercial toaster, a zip type water heater and a commercial dishwasher/sanitiser. We supply a number of cooking pots, utensils, plates, bowls, cups, knives, forks, and spoons. It is worth inspecting these during your orientation visit to ensure you understand what your group needs to bring. Outside the kitchen area is a large waterproof shade sail area.

The lounge/dining area is a large space containing tables and seating for 100 people. There is a wood-burning fireplace in one corner.

Main Building Dorms

The sleeping area consists of 3 bunk rooms; two of which sleep 8 each and the third sleeps 4 giving a total of 20 bunks. It has an ablutions area consisting of a shower (hot water is supplied from an electric hot water cylinder), sinks, and two toilets.

BUNK ROOM 1	NAME	BUNK ROOM 2	NAME	BUNK ROOM 3	NAME
Left top		Left top		Left top	
Left bottom		Left bottom		Left bottom	
Right top		Right top		Right top	
Right bottom		Right bottom		Right bottom	
The Main Block Dorm has 20 Bunk Beds		Left top A		Left top A	
		Left bottom A		Left bottom A	
		Right top A		Right top A	
		Right bottom A		Right bottom A	

Lions Den

BUNK ROOM 1	NAME	BUNK ROOM 2	NAME	BUNK ROOM 3	NAME
Left top		Left top		Left top	
Left bottom		Left bottom		Left bottom	
Right top		Right top		Right top	
Right bottom		Right bottom		Right bottom	
BUNK ROOM 4	NAME	BUNK ROOM 5	NAME	BUNK ROOM 6	NAME
Left top		Left top		Left top	
Left bottom		Left bottom		Left bottom	
Right top		Right top		Right top	
Right bottom		Right bottom		Right bottom	
BUNK ROOM 7	NAME	BUNK ROOM 8	NAME	The Lions Den has 32 bunks in eight cubicles of 4 beds each 4 cubicles on each side of the building	
Left top		Left top			
Left bottom		Left bottom			
Right top		Right top			
Right bottom		Right bottom			

Nettleingham Block

BUNK ROOM 1	NAME	BUNK ROOM 2	NAME	BUNK ROOM 3	NAME
Left top		Left top		Left top	
Left bottom		Left bottom		Left bottom	
Right top		Right top		Right top	
Right bottom		Right bottom		Right bottom	
BUNK ROOM 4	NAME	BUNK ROOM 5	NAME	BUNK ROOM 6	NAME
Left top		Left top		Left top	
Left bottom		Left bottom		Left bottom	
Right top		Right top		Right top	
Right bottom		Right bottom		Right bottom	
BUNK ROOM 7	NAME	BUNK ROOM 8	NAME	BUNK ROOM 9	NAME
Left top		Left top		Left top	
Left bottom		Left bottom		Left bottom	
Right top		Right top		Right top	
Right bottom		Right bottom		Right bottom	
BUNK ROOM 10	NAME	The Nettleingham Dorms has 40 bunks in ten cubicles of 4 beds 5 cubicles on each side of the building			
Left top					
Left bottom					
Right top					
Right bottom					

Ablution Block

Male and female facilities are separated by the Marshal Heater Boiler Room, consisting of 4 toilets and 4 showers each. Shower and toilet suitable for wheelchair use.

Hot water for showers is supplied from the Marshal Boiler which you will need to light about 1-2 hours beforehand. This is usually done twice a day. Appoint a responsible adult for this purpose.

Activities Centre

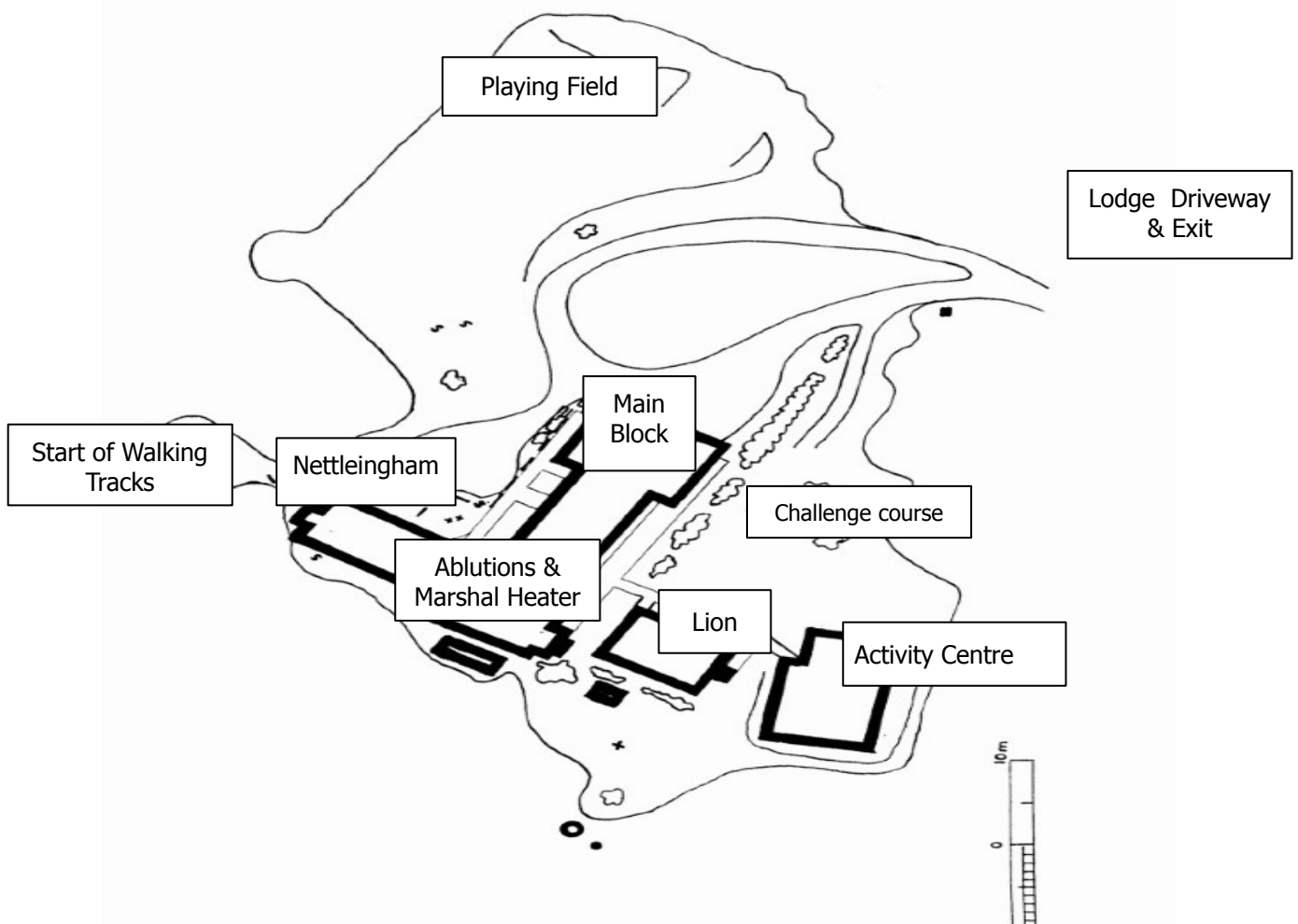
This building is generally only available for use by education groups under the strictest supervision and contains the indoor climbing wall.

Barbeque

If you wish to use the BBQ, please inform the manager at least 24hrs beforehand. **You need to supply your own gas bottle!**

Boiler Room Room

The laundry is in the Boiler Room. The industrial washing machine and dryer each require 2 x \$1 coins. Environment friendly washing detergent is available from AOEC Management. Please clean these machines once you have finished with them.



Lodge Gate

Please note that we have an automated security gate. Your drivers will need to have an access code to enter lodge grounds. This code is only valid for the duration of your stay and will be emailed to you the week before camp.

Activities

Please request our **Activities Catalogue** from management for all the available activities you can pursue while staying at Aongatete Outdoor Education Centre.

Walking Tracks

AOEC is situated in the Kaimai Mamaku Forest Park. This provides good access to many walking tracks of varying difficulty. There are three very good tracks that leave from the public car park or for centre users from the lodge itself. These tracks are maintained by the Department of Conservation.

Please be sure to follow the Outdoor Safety Code regardless of the duration of your walk:

1. **Plan Your Trip** - Know where you are going. Seek local knowledge, plan your route and allow a reasonable amount of time. Follow orange DOC Track markers only
2. **Tell Someone** - Let someone know where you are going and when to raise the alarm if you haven't returned.
3. **Be aware of the weather** - Check the forecast and expect weather changes.
4. **Know your limits** - Challenge yourself within your physical limits and experience.
5. **Take sufficient supplies** - Wear appropriate foot ware. Take enough food & water, basic first aid & survival items, additional warm clothing and emergency rations - plus an appropriate means of communication - keep in mind that mobile reception is limited in the bush.

Emergency Procedure/Health and Safety

Our Emergency Procedure is outlined in our Hazard Identification & Management Document and is also displayed in everyone of our buildings.

Examples of **RAMS** (Risk Analysis and Management Systems) are available on request for all our activities. These are to assist you to write you own RAMS. We will e-mail our Hazard Identification and Management Document after your orientation visit.

First Aid Kit

Each group is responsible to bringing their own First Aid Kit(s), this includes a master kit that is kept at the lodge and portable first aid kits for all activities that are off lodge grounds ie in the bush, river or at archery.

It is also recommended that every group has a qualified first aider on their team. The following are suggested items contained in the Mountain Safety Manual 14 (Outdoor First Aid, 1989), which you may wish to include in both party, and personal kits. Remember when compiling your kit to consider how long you are staying, the purpose of your stay, the types of injuries you can reasonably expect, the experience of your first aider, and the Centres proximity to medical facilities.

Consider personal medication and provide someone who knows how to administer it besides the user.

The Personal Kit

small first aid kits are available from many outlets

(*Items may need to be reconsidered when preparing kits for children)

Band aids 6 assorted sizes.

Crepe bandage 1 100 mm.

Elastoplast dressing strip 1 pkt 7.5 cm x 1 cm.

Gauze dressing squares 6 100 mm.

*Insect repellent 1.

*Paracetamol tablets 20

*Sharp scissors, small 1 pair.

Sticking plaster 1 roll.

Sun screen 1

Tweezers 1 pair.

Safety pins 6 assorted sizes.

Personal medication.

The Master Kit

Antihistamine tablets 20 allergies, bites and stings
Antihistamine cream 1 tube bites and stings
Antiseptic cream 1 tube Hibitane or Savlon
Cavit temporary filling for teeth
Chiropody felt 30 cm square for blister protection
Crepe bandages 1x100 mm and 1x150mm
Diastop/Lomotil 20 treatment of diarrhoea
Elastoplast dressing strip 1 pkt 7.5 cm x 1 m
Furacin 1 tube small burns and wounds.
Brolene eye ointment 1 tube styes.
Large wound dressings 6 sealed compressed brand.
Medipulv powder 1 dust onto wounds.
Micropore/Leucopore tape 2 rolls butterfly closures; holds dressing onto sensitive skin.
Needles and cotton.
Note book and pencil.
Paracetamol tablets 20 relief of pain.
Paranette gauze squares 10 are sterile when sold; apply to all burns.
Safety pins 12 various sizes.
Sharp scissors, small 1 pair.
Sleek adhesive plaster 1 roll blister prevention.
Sodium gluconate (salt) tablets 20 after treatment of salt deficiency.
Spenco second skin 1 pkt blister treatment.
Spenco adhesive knit 1 pkt blister prevention and treatment.
Sterile dressings 20 Telfa type.
Steristrip skin sutures 2 pkts close wounds.
Triangular bandages 2 arm slings and ties.
Tweezers, small 1 pair.
Vaseline ointment 1 small plastic container, chafes and burns.
Zinc oxide plaster 1 1.25 cm or 2.5 cm strapping.

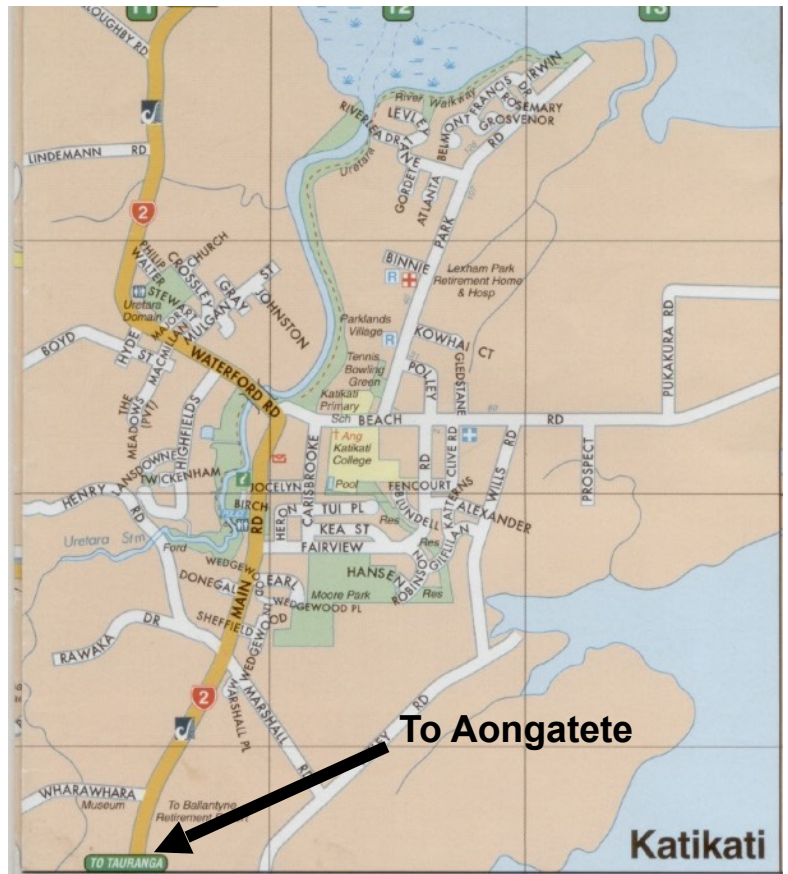
There are many comprehensive kits available for sale at numerous stores.

Health and Emergency Services

Katikati Health Centre 4 Clive Road, Katikati
Telephone 07 549 0411

The Katikati Health Centre is a modern facility, located 20 to 30 minutes from AOEC. Turn left at the end of Wright Rd and follow State highway No2 into Katikati. Turn right up Beach road after the centre of town. The Medical Centre is open during normal working hours during the week with a doctor on call for emergencies out of hours, including the weekends. In house services, during normal working hours, include:

- Medical Centre.
- Laboratory.
- X-ray.
- Acupuncture.
- Osteopath.
- Massage/sports injuries.
- Chiropractor.
- Physiotherapy.
- Pharmacy



Tauranga Hospital 829 Cameron Road, Tauranga
Telephone 07 579 8000

34.4 Km drive via SH2 (32min without traffic)

Drive all the way down Wright Road towards SH2 → turn right onto SH2 drive 23.8km to Tauranga → Keep right to continue on Fifteenth Ave 1.4 km → Turn right onto Cameron Rd 750m - Tauranga Hospital is on the right

The Weather

AOEC is located in the Kaimai-Mamaku Ranges with all the weather patterns associated with such an environment. Consider the weather when planning your camp.

In the outdoors the weather can be the cause of many accidents not attributed to it. The grounds and the indoor floors become slippery. People rush to get to shelter. Children wear inappropriate clothing and footwear. (avoid cotton for outdoor activities. It is best to wear merino, polypros thermals or polar fleece. A good raincoat is essential for wind and rain).

Weather changes quickly causing a change in programme. Hot weather and windy conditions dehydrate children quickly. They will suffer headaches and ask for medication they do not need. Dehydration can cause a child to be lethargic and irritable and so be a liability to themselves and the group. The following may help to ease your burden.

One week before camp – Check the Met Service website www.metservice.co.nz These have coloured prediction maps and text forecasts at regular intervals for the next 7 days. This will help you understand the weather movement prior to leaving for camp.

Once you are at camp – Our staff will endeavour to provide you with forecasts if required. You can also access the weather forecasts from your mobile phone. The best mobile reception is from the carpark outside the main building.

Please be sure to **always** follow the Outdoor Safety Code:

1. **Plan Your Trip/Activities** - Know where you are going. Seek local knowledge, plan your route and allow a reasonable amount of time. Follow orange DOC Track markers only
2. **Tell Someone** - Let someone know where you are going and when to raise the alarm if you haven't returned.
3. **Be aware of the weather** - Check the forecast and expect weather changes.
4. **Know your limits** - Challenge yourself within your physical limits and experience.
5. **Take sufficient supplies** - Wear appropriate foot ware. Take enough food & water, basic first aid & survival items, additional warm clothing and emergency rations - plus an appropriate means of communication - keep in mind that mobile reception is limited in the bush.