



A significant place in the land of the Ngunnawal people

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Conditions for use of Camping Equipment

1. What Equipment and Where

The ACT Department of Education has a supply of camping equipment for loan to ACT schools. This equipment is maintained and stored at Birrigai (Jerrabomberra Wetlands site). A list of equipment available and borrowing form document is attached.

2. Booking Procedures.

Government schools, non-government schools and UC faculty of Education may borrow equipment; however it is not available to other bodies. Hiring fees will apply to both the non government schools and the University. These charges will be quoted on enquiry. Schools are encouraged to plan ahead, as bookings will be taken up to a year in advance of the planned trip. It is essential that schools adhere to the borrowing procedures outlined below in order that the equipment is maintained properly and that there is reasonable access for all schools. You need to check availability on any given date before submitting a booking form. We recommend booking well in advance, as equipment is often fully booked out.

3. Pick up/ Conditions of use.

1. Equipment can be collected from Birrigai@Jerrabomberra Wetlands Tuesdays & Thursdays by **arrangement only**.
2. You must complete the "Application to Borrow Equipment" form and have it signed by the borrowing teacher and your principal. This will indicate that:
 - The equipment is to be used for an official school activity only.
 - The equipment will be looked after and used properly.
 - That any equipment lost or damaged will be made good by the borrowing school.
 - That all equipment will be returned at the **agreed time and in the condition stated below**.
(**Note:** The Department will accept responsibility for maintenance caused by **reasonable wear and tear only**.)

4. Return.

1. **Prompt return** is a condition of borrowing. Late return may inconvenience the next borrower.
2. Equipment must be returned **clean, dry and correctly packed**, as you would expect to get it.
 - **Japaras** Clean with damp cloth, hang to dry & air, clean out pockets.
 - **Backpacks** Clean with damp cloth, hang to dry and air, clean out pockets and behind padding. **Do not** stuff items between base and base protector.
 - **Sleepingbags** should be aired (hung out in the sun opened) before return.
 - **Sleepingbag liners** must be washed and dried before return.
 - **Trangias** must be **clean, dry and burner wrapped in plastic** to avoid corrosion.
 - **Tents** must be **cleaned out and dried** before return.
 - **Tent pegs: 18** pegs per pack, **must be clean, dry and straight**.
 - **All items are numbered**. Please ensure components are not mixed up.

Note: If there is any reason to why the equipment cannot be returned according to the above, you must contact Birrigai prior to the return date. If any other problems occur please contact the executive officer.

All items are numbered and any damage etc. will be recorded against the relevant number.

Please make only temporary repairs so equipment can be repaired properly on return.

Failure to observe the above procedures may inconvenience subsequent borrowers. We would appreciate your help and cooperation.

Beware: Damage to equipment often occurs whilst in transit, **especially in trailers**.