



LEARNING HANDBOOK

Widthouw (Hello/Welcome)

Bundanon acknowledges the people of the Dharawal and Dhurga language groups as the traditional owners of the land within our boundaries, and recognises their continuous connection to culture, community, and Country. In Dharawal the word Bundanon means deep valley.

[Bundanon is] a special place of Aboriginal significance - where hinterland meets the coastal plain, where the salt-water meets the fresh. It's where our language groups, the Dharawal and Dhurga met, but most importantly it's where people would come and meet.

Noel Webster, Yuin Walbunja and Traditional Custodian

A photograph of a forest stream with a small waterfall, surrounded by lush green ferns and trees. The water is flowing over rocks, creating a small cascade. The surrounding vegetation is dense and green, with many ferns visible. The overall scene is a natural, forested environment.

BUNDANON

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INFORMATION FOR ALL LEARNING EVENTS

BUNDANON'S LEARNING PHILOSOPHY

Bundanon is a unique place for creative learning. Bundanon respects that this has always been a place for sharing culture by First Peoples. Our programs include First Nations ways of knowing, being and doing.

Our learning programs are informed by place and caring for Country. The local environment and sustainability guide all learning experiences.

At Bundanon, everyone is an artist. Dynamic learning experiences activate experimental inquiry and creative risk.

Art and artists are central to our learning programs, with a focus on process over product. A new suite of learning responds to each new exhibition season in the Art Museum. Contemporary art, diverse cultures, the Bundanon collection and unique ecologies are brought into focus through the learning programs.

Bundanon has learning programs for everyone. We develop inclusive programs for learners of all abilities, ages and experience and consult each group on their learning needs.



WHO CAN BOOK A BUNDANON LEARNING EVENT?

(Minimum 20 people booking)

Bundanon is a learning landscape for everyone: Our experienced educators work successfully with learners of all ages, abilities and contexts. Call us to talk about your learning group and Bundanon will adjust learning experiences to suit the needs of your group. Bundanon learning events are for:

- Preschools, day care centres, play groups
- Primary and secondary schools
- Special and inclusive education providers
- Home schooling groups
- Teachers (professional learning)
- Universities, TAFE, U3A and other adult education providers.
- Not For Profit groups
- Community groups
- Youth groups
- Groups of people who identify as living with a disability
- Retirement communities
- Hospitals and health care providers
- You and 19 of your friends or colleagues!

WHEN CAN YOU BOOK A LEARNING EVENT?

Bundanon learning events can only be booked on weekdays during NSW public school term time. For school term dates visit: education.nsw.gov.au/schooling/calendars

For six weeks of the year, during school terms, Bundanon's Art Museum is closed. The museum closes during these times to uninstall one season and install the next. If you choose to visit during the exhibition change over periods you can visit the Boyd Collection Gallery or choose to access Bundanon Homestead and Arthur's studio as an alternative to the Art Museum.

Bundanon tends to book-up about a year in advance, except for occasional availability for day visits and outreach events. We can sometimes work magic sooner, so please do not hesitate to make an enquiry.

WHAT LEARNING EXPERIENCES ARE OFFERED?

Bundanon's available learning experiences are described on our website: www.bundanon.com.au/learn

Bundanon's learning experiences feature:

- **World-class, contemporary, and conceptually driven art practices connected to the current museum season:** Each time the exhibition in the art museum changes (approximately every four months), the learning team creates contemporary art-making experiences related to themes and practices in the exhibition.
- **Connected learning via sequenced learning suites:** Learning takes time and multiple attempts, so all learning is connected at Bundanon. If you are staying overnight, Bundanon's learning suites are designed by artists and arts educators to ensure that your learning activities comprise two, three, or four varied and sustained attempts at engaging with 'one good idea'. For this reason, Bundanon strongly discourages a 'mix and match' approach of borrowing from more than one suite for your event.
- **High quality materials and equipment:** Bundanon provides excellent art making resources to inspire and support learners in their making experiences.
- **Timely response to innovation:** Bundanon's learning team engage in sustained cycles of reflective practice. Through this, Bundanon reviews existing curriculum to respond to changes in the Bundanon sites and latest developments in arts practice and pedagogy.
- **Cues from the environment, climate, and weather conditions:** Place-based learning takes its cues from the environment. Learning Officers will always involve you in communication regarding any necessary change to planned learning activities due to weather and environmental conditions. However, please also be advised that the risk assessment clearly states Bundanon's right to modify or change activities based on weather-related risks present 'on the day'. Bundanon is committed to delivering your programmed activities when it is safe to do so and will communicate directly about any necessary weather-related event cancellations.

Further information in terms of curriculum connections for Bundanon learning experiences is provided in the **Teachers should also know ...** section of this handbook.



HOW TO BOOK A LEARNING EVENT

Detailed timelines and procedures and costs for booking an event are outlined in the Bundanon Learning Terms and Conditions document supplied when you hold dates for your event. A brief overview is here:

- **Initiate each booking for your group:** Bundanon does not automatically roll-over a booking from year to year and does not send out reminders to re-book.
- **Nominate a central contact person for your group booking:** Bundanon does not split bills.
- **Decide what type of visit your group is most interested in:** a day visit, a residential visit, or an outreach experience. More information on each of these types of visits is included in this handbook.
- **Email or call Bundanon's learning team to book and pay your deposit to confirm the dates:**
learning@bundanon.com.au | 02 4422 2100
- **Engage in a compulsory booking interview:** Bundanon doesn't have a standard teaching approach, we adjust teaching and learning to our learners. To do that we need to know a bit about who is coming and what they hope to learn. A Learning Officer will work with you to find time to talk with you about your upcoming visit (about 20 minutes). During this conversation, you will select a learning program that suits your group and tell us how Bundanon can best support the people in your group.
- **Please note, all Bundanon learning events must engage in Bundanon's learning programs:** There is no 'space only' hire for learning bookings and pricing. Bundanon does

have space-only or dry hire bookings, but this is done through the commercial team and attracts different costs. Please call 02 4422 2100 and ask for our Commercial Events Officer **Janine Sandford** for further information on commercial bookings.

- Enjoy your learning event, complete the learning evaluation form, return safely home, and pay the balance invoice afterwards.

WHO IS THE MAIN BUNDANON CONTACT FOR OUR BOOKING?

- Two different people will help you with your booking:
 1. Administrative aspects of your event will be facilitated by **Cathy Corkett**: cathy.corkett@bundanon.com.au | 02 4422 2127. This includes aspects such as booking in dates, registration (dietaries and sleeping plans).
 2. Learning aspects of your event will be facilitated by a booking interview with an allocated Learning Officer. This includes program selection and adjustment for learner needs. Learning Officers include:
 - **Penny Sadubin**: penny.sadubin@bundanon.com.au
 - **Brendan Smith**: brendan.smith@bundanon.com.au
 - **Bonnie Greene**: bonnie.greene@bundanon.com.au
- Please note that sometimes you may get an email from our staff (as above), but our booking system sends emails from learning@bundanon.com. Please check your 'Junk' or 'other' folders as sometimes IT systems filter-out the booking system email.



WHAT TO EXPECT FOR LEARNING AT BUNDANON

Bundanon comprises over 1,000 hectares of land, several built environment precincts, and 11 km of river frontage, featuring many ecologies and land uses.

Bundanon sites are open to the public and include public use facilities such as the Homestead, Arthurs' Studio, the Art Museum and café, and bush walks. Bundanon also employs around 50 staff.

Bookings for learning events will include indoor studio or classroom spaces that also double as dining halls, as well as access to specific outdoor spaces for art making.

Please note, booking a studio or classroom for a learning event does not give event participants rights to use all Bundanon sites or buildings or access to all outdoor spaces. This is because there may be concurrent bookings on site that exclude such universal access. Your learning event booking does, however, guarantee exclusive use of particular 'zones' related to your indoor learning environment, which are explained in the Infectious Disease School Visitor Safety plan.

LOCATIONS & MAPS

Learning programs occur at the two main properties: the Homestead site and the Art Museum site. Both properties are located along the Shoalhaven River, west of Nowra on the south coast of New South Wales.

Learning programs may commence at either site, your agenda will indicate your arrival location and movement between properties if relevant.

Please notify your bus driver of the arrival site address:

**Art Museum, Boyd Education Centre,
and The Bridge Creative Learning Centre**

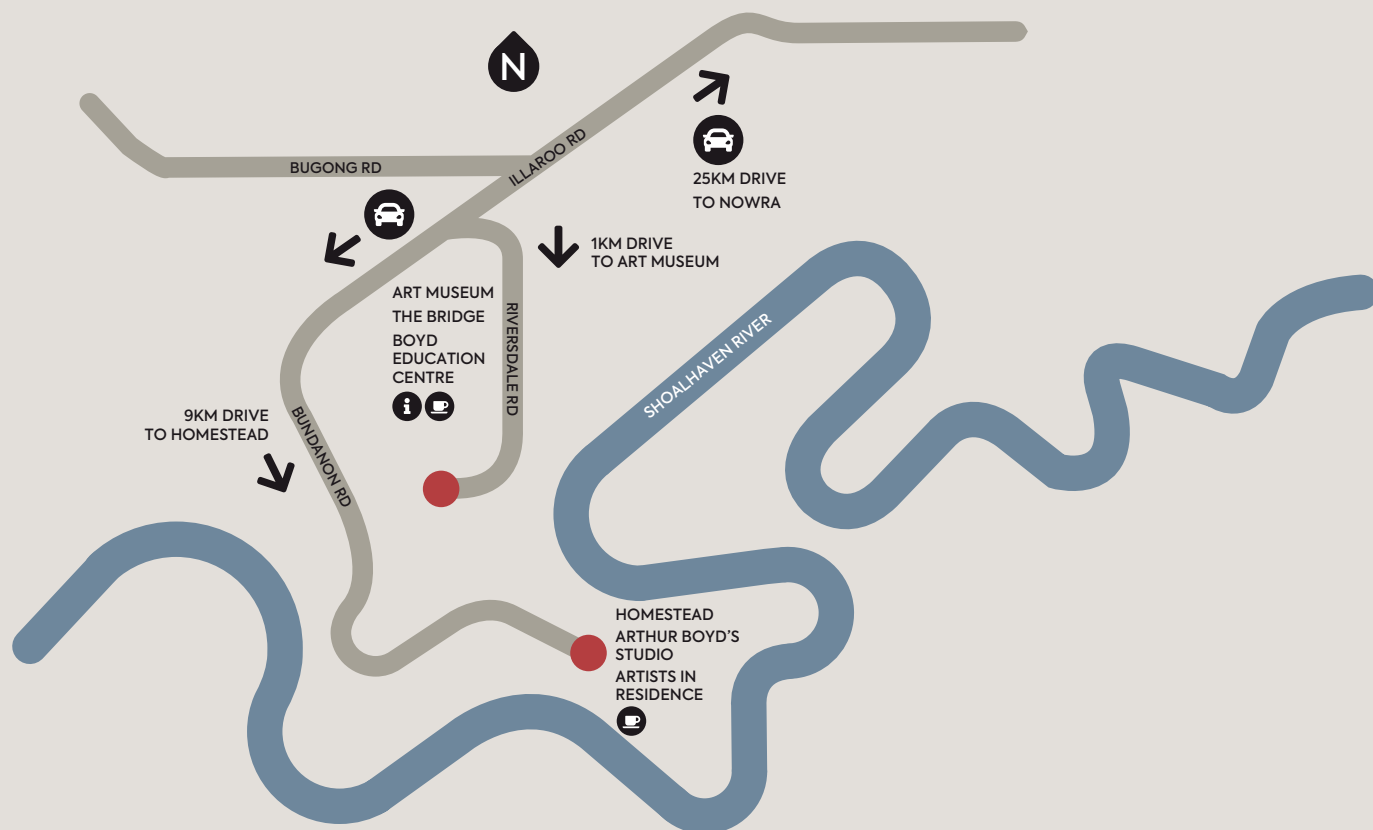
170 Riversdale Road Illaroo

Homestead site and Arthur Boyd's Studio

533 Bundanon Road, Illaroo

PLEASE NOTE: There is a 20-25 minute drive between sites. If your agenda indicates the Homestead as your arrival location, the bus must remain at the Homestead site to transfer your group to the Art Museum site for accommodation, as per agenda timing.

SITE LOCATIONS



ART MUSEUM SITE MAP

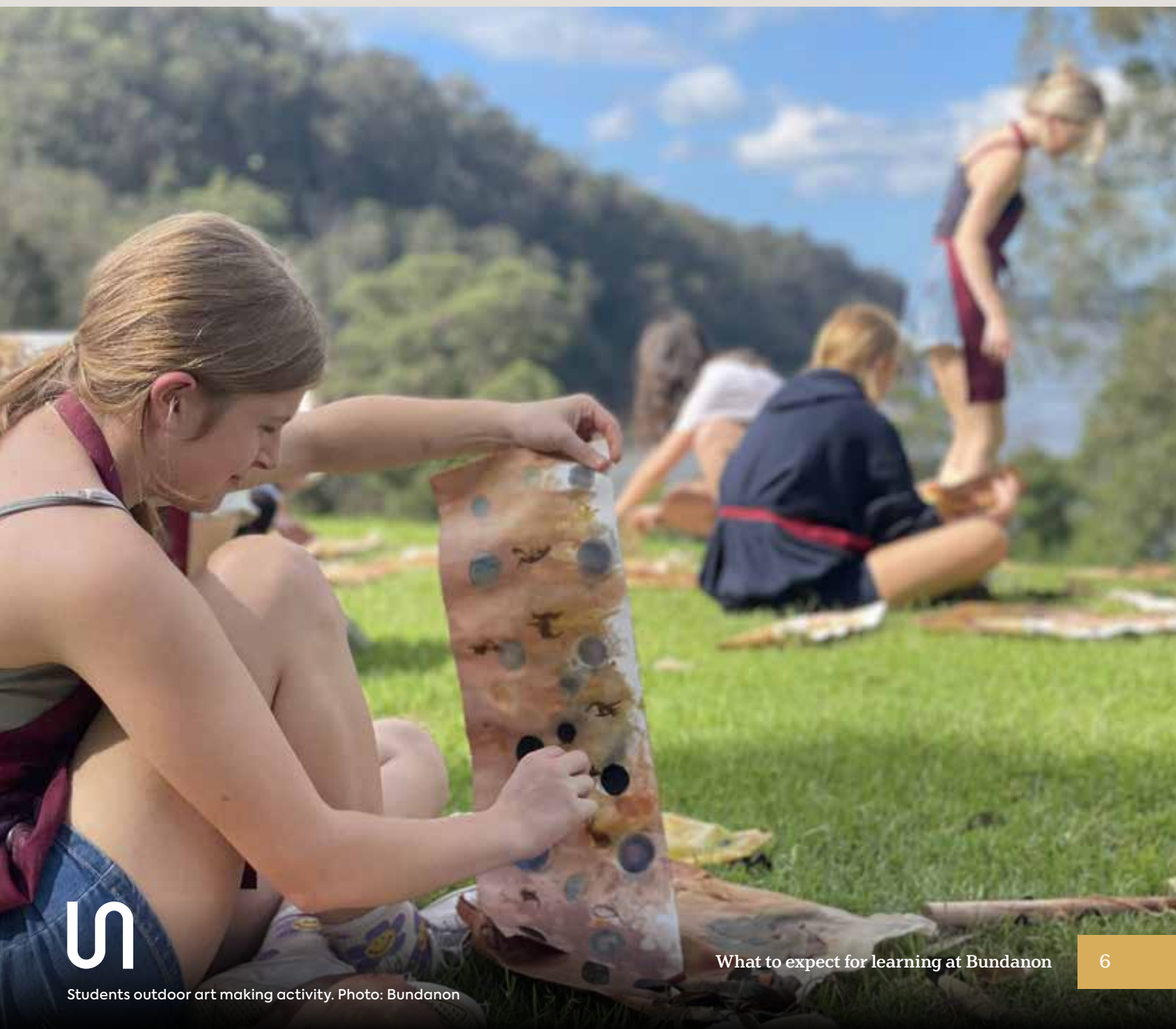


HOMESTEAD SITE MAP



TRANSPORT & TRAVEL TIME

- **Road conditions:** The condition and maintenance of public roads is outside the control of Bundanon. Information on the conditions of the roads to Bundanon can be sought from Shoalhaven City Council. Both properties are accessible by large coaches (but not longer than 12.5m) and feature steep gradients and hairpin bends. When arriving at the Homestead site, the final 13 kilometres of road is winding, steep, unsealed and can feature potholes. Bus and car parking is provided at both sites. Your bus driver is the best person to decide travel times.
- **You must make your own arrangements for transport.**
- **If you are running late on arrival day, please let the Bundanon team know on 02 4422 2100.**
- **Buses:** Kennedy's Coaches, Nowra, are our preferred supplier and can provide coaches, or a shuttle service for groups interested in catching the South Coast Line train from Sydney Central to Kiama or Bomaderry:
www.kennedystours.com.au
- **Buses and roads:** Public roads feature up to Bundanon's gates, Bundanon maintains the driveways connecting public roads to carparks on site.
- **Public transport options:** There is no public transport direct to Bundanon. If you are travelling part of your journey with public transport the nearest train station is Bomaderry and the nearest bus terminal is Stewart Place, Nowra; both are a 30–40-minute drive from Bundanon. You will need to arrange for private (bus or car) transport to collect your group from these public transport terminals to Bundanon.
- **Private vehicles and parking:** There is a bus parking bay for groups who bring their own bus and need to park it overnight. There is also a carpark for standard sized vehicles and an EV charging station.
- **Nearest airports:** The nearest airports are Shellharbour Airport (regional airport at Albion Park Rail, south of Wollongong) and Sydney Airport. Shellharbour Airport is closer to Bundanon, but Sydney Airport has better connectivity to trains.



PACKING LIST (FOR ANY VISIT)

- **Lunch:** (for all day visits and Day 1 of residential visits)
- **Water bottle:** All participants must have their water bottle with them during all activities, whether indoors or outdoors.
- **Hat and weather-appropriate clothing:** Always wear sleeved shirts and long pants and closed-toe shoes, raincoats, and jumpers as per weather report.
- **Sunscreen and insect repellent:** Bundanon supplies this but if you have a personal brand preference, please bring your own.
- **Art shirt, apron, or old clothes** (aprons not provided)
- **Cameras or other devices** and their charging equipment. This is for taking photos and / or video / audio and is optional, unless required by your learning program selection.

ACCESSIBILITY

- Bundanon undertakes to make necessary adjustments to learning programs to support all learner's needs. This will be discussed in the booking interview.
- Bundanon's accommodation is accessible. Whilst the natural areas and some heritage listed buildings at our sites may be challenging to people who live with physical disabilities, there are contingencies to provide universal access for planned activities. This should be discussed in the booking interview.
- Audio descriptions are normally available in the Art Museum, Auslan interpretation is available if arranged in advance. www.bundanon.com.au/visit/access/

STUDIOS & CLASSROOMS

- All onsite learning bookings will include an indoor venue booking as a wet weather contingency, even if the original learning program is intended to be outdoors.
- The learning programs are delivered in two studios and classrooms: the Boyd Education Centre (BEC) and The Bridge Creative Learning Centre (CLC).
- Both studios/classrooms are located at the Art Museum site (so a wet weather plan for a Homestead visit will mean a different arrival site and address).
- Both have capacity of 30 – 40 people for a making workshop

(depending on space needed for each making activity, the Learning Officer will discuss this in the booking interview)

- Both have access to a warming kitchen.
- The CLC is airconditioned, the BEC is not.
- Classroom and studio spaces will be allocated to your booking by Bundanon based on group numbers and art making activities and are subject to change. Bundanon cannot guarantee you a specific venue at time of booking.

WI-FI

- Public Wi-Fi is available. All internet use must comply with Australian law.

FIRST AID

- Bundanon have well equipped First Aid kits that include items that are responsive to our site such as tick removal options and snake bite bandages. Bundanon does not supply any medications. Please remember to bring Panadol and Antihistamines and EpiPens etc.
- Bundanon has 2 Automatic External Defibrillators (AEDs) on site.
- Bundanon supplies insect repellent and sunscreen, however, feel free to bring your own.

EMERGENCY PROCEDURES

- All visitors will be shown the Emergency Assembly Area during an induction when they first arrive on site.
- Please follow the instruction of Bundanon staff during emergencies throughout office hours.
- After hours, the group leader, or teacher will be responsible for managing emergency procedures. There is more detail on this in the residential visit section of this handbook.
- Activities and agendas will be modified if there is a severe weather event to protect visitors. Evacuation and cancellation may occur during extreme weather events or where a Catastrophic Rating has been issued by the Rural Fire Service and when access to the properties is dangerous or limited. This is managed by the Bundanon Crisis Management Team. Bundanon will make transport arrangements for you if you do not have a vehicle to exit the property.



Students art making activity. Photo: Tad Souden

CODE OF CONDUCT

Bundanon asks all participants and attendees in a Learning Event to follow our code of conduct:

- Relate to everyone with respect, honesty, and kindness.
- Be inclusive of all, as exclusionary behaviours are not acceptable.
- Care for and respect everything in the natural and built environment.
- Care for and respect all artworks and do not touch them.
- Respect and follow all the information and rules given during inductions.
- Use materials, equipment, and technology appropriately and safely.
- Tell your group leader, teacher or Bundanon staff member if you are feeling unsafe.
- Tell group leader, teacher or Bundanon staff member if you see behaviour that is dangerous.
- Verbal and physical abuse or any criminal behaviour will be reported to the police.

SOCIAL MEDIA

Bundanon are interested in what visitors are doing and thinking during their visit. If you wish to share your story with us, please use the following handles and tags:

Instagram @bundanontrust

Tags #bundanon
#bundanonlearning

Facebook facebook.com/bundanon



SITE SPECIFIC UNDERSTANDING

- **Climate:** The Shoalhaven area has a mild climate, but temperatures in winter occasionally reach zero at night and in the summer often reach above 35°C.
- **The river:** Bundanon's properties run alongside the Shoalhaven River. The river is tidal with dangerous currents. Swimming is not permitted.
- **Wildlife refuge:** Bundanon is a wildlife refuge, surrounded by substantial areas of natural bush supporting many threatened native species. Guide dogs and assistance animals are allowed on Bundanon properties. All other domestic animals are not permitted.
- **Snakes, spiders, and other stingers:** There are snakes, spiders, ants, mosquitoes, and ticks at Bundanon. To prevent being bitten, please apply personal insect repellent and always wear appropriate clothing when bush walking and wear covered-toe shoes when outside.
- **Uneven ground and wombat holes:** When walking outdoors, watch out for wombat holes, uneven or slippery ground, loose rocks, fallen branches and other environmental hazards.

- **Wildlife and pest management:** Please be mindful and do not approach, disturb, or feed the wildlife. Bundanon is working with local wildlife carer groups to treat the wombats that are affected by mange. For the care of the Bundanon Heritage precinct, please guard against rodent and insect activity by not leaving food out or garbage uncovered. Rodent bait stations are located around the property, outside of buildings: these contain poison and should not be handled. Fox baiting is in practice across all Bundanon sites.
- **Fire Hazards:** Fires (including controlled flames such as candles) are not permitted at any time.
- **Farm:** Bundanon's Homestead site is a working farm and contains hazards such as machinery, cattle, electric fencing, and ponds. Please be aware that there is no public access to paddocks. Clear instructions are given during the induction process.
- Learning events will be allocated a geographic "zone" to minimise contact with group bookings from other schools and members of the public. Each school zone has its own accommodation and bathrooms (including toilets), dining room and specified learning spaces and outdoor recreation spaces.

PUBLIC ACCESS

- Your booking will provide exclusive access to the indoor spaces you have booked such as the bedrooms and studio/classroom/dining spaces.
- Please note that your booking does not ensure exclusive site-wide access. You will be sharing the site with members of the public and other group bookings, See Infectious Disease School Visitor Safety Plan for zoning rules.
- The Art Museum is open to the public five days a week, from Wednesday to Sunday, from 10am ~ 5pm.
- The Homestead site is open to the public every Saturday and Sunday.

SAFETY & RISK MANAGEMENT

(for children, young people, & adults)

Bundanon has two detailed and comprehensive documents risk and safety documents that will be emailed to you when you book:

- School Risk Management Plan
- Infectious Disease School Visitor Safety Plan.

These documents apply to all learning events, even if the booking is for a non-school group.

TERMS & CONDITIONS

Bundanon has a detailed and comprehensive Terms and Conditions document. You will receive this document via email when you make a booking. This is an important document to read as it specifies terms, conditions, and consequences of non-compliance, as well as summarising costing and invoicing rules.





DAY VISITS

DAY VISIT COSTS & INCLUSIONS

- **Day visits** cost \$25 per person, with a 20-person minimum group booking. You can bring less than 20 people but will be charged the minimum booking of 20 people.
- **Day visits include an hour of 'spark ideas':** The focus of 'spark ideas' depends on the Bundanon site you are visiting and the learning program you choose to engage with. For example, you may choose to focus on the Homestead, Art Museum, Architecture Tour, or guided bushwalk.
- **Day visits include a two-hour making/doing workshop:** The type of workshop depends on the site you are visiting and the purpose of your visit. This will be decided with the Learning Officer when you have your booking interview.
- **Catering is not included in the normal day visit package but can be arranged at additional costs.**

DAY VISIT REGISTRATION

No pre-event registration form needs to be completed for day visits.

However, group leaders and teachers will need to:

- bring a printed list of attendees and their phone numbers to use for 'roll call' in the case of an emergency evacuation.
- Sign a declaration stating that you agree to Bundanon's record of number of attendees and have read, understood and agree to the information outlined in the handbook, Terms & Conditions, School Risk Plan, and the School Infectious Disease Safety Plan.

On arrival, the key contact person for the event will confirm the number of people in attendance with a member of the Bundanon learning team. This confirmation form will be used for head counts during any evacuation and will also inform the invoicing of the event.

ARRIVAL & DEPARTURE TIMES FOR DAY VISITS

- Typical day visits start at 10am and finish at 2.30pm.
- Arrival and departure times are negotiable but cannot be before 9am or after 4pm.



OUTREACH EXPERIENCES

Bundanon is currently developing a formal outreach program offering that is responsive to the needs of our community. If you can identify a genuine barrier for your group to participate in learning events at Bundanon, please contact the Learning Manager, **Samantha McMahon**: sam@bundanon.com.au, 02 4422 2100. The Learning Manager can discuss how Bundanon might bring its inclusive learning program to you (in person, or digitally). Outreach program format, content and any related costs will be decided on a case-by-case basis. Outreach is not offered as an alternative to visiting unless a genuine access barrier is identified.

"Bundanon is committed to accessible & equitable learning"



Students art making. Photo: Katie Rivers

RESIDENTIAL VISITS

RESIDENTIAL VISIT REGISTRATION

All groups staying overnight for learning events need to register prior to arrival via an online portal. You will be prompted to complete your registration via an email. A link to the online portal will be included in the email.

The main contact person for your group will be required to:

- Log into the online portal and enter details in a one page form such as number of attendees, year level/s, program selection, arrival and departure times.
- Upload a completed Bundanon Registration form excel file that outlines the name, room allocation, dietary, medical and learning requirements of all participants.

Please remember to use your registration excel spreadsheet to outline specific ways that Bundanon can support individual attendees (e.g., 'dislikes loud sounds', 'does well with simple instructions' etc.).

We read these forms carefully to best support your group's needs.

The Learning team are available to help if you experience any difficulties.

Registration is not complete until the online registration form is completed, the excel file uploaded and the online form submitted. Registrations cannot be accepted via email.

Registration forms will be sent to you no later than 4 weeks prior to your event start date and must be uploaded to the online portal **no later than 14 days prior to the event start date**. Non-compliance with this timeframe will lead to Bundanon cancelling your event and invoicing you for full costs.

RESIDENTIAL VISITS COSTS & INCLUSIONS

One-night stays

- **One-night stays cost \$210 per person**, with a 20-person minimum group booking. You can bring less than 20 people but will be charged the minimum booking of 20 people.
- **One-night stays include 1 hour of 'spark ideas'**. The focus of 'spark ideas' depends on the Bundanon site you are visiting and the learning program you choose to engage with. For example, you may choose to focus on the Homestead, Art Museum, Architecture Tour, or guided bushwalk.
- **One-night stays include 5 hours of making/doing workshops**. The type of workshops depends on the site you are visiting and the purpose of your visit. This will be decided with the Learning Officer when you have your booking interview.
- **Catering from afternoon tea on day one to lunch on day two.**
- **Pillows, linen and towel provided.**

Two night stays

- **Two-night stays cost \$400 per person**, with a 20-person minimum group booking. You can bring less than 20 people but will be charged the minimum booking of 20 people.
- **Two-night stays include 1 hour of 'spark ideas'**. The focus of 'spark ideas' depends on the Bundanon site you are visiting and the learning program you choose to engage with. For example, you may choose to focus on the Homestead, Art Museum, Architecture Tour, or guided bushwalk.
- **Two-night stays include 8 hours making/doing workshops**. The type of workshops depends on the site you are visiting and the purpose of your visit. This will be decided with the Learning Officer when you have your booking interview.
- **Catering from afternoon tea on day one to lunch on day three.**
- **Pillows, linen and towel provided.**

Three night stays

- **Three-night stays cost \$585 per person**, with a 20-person minimum group booking. You can bring less than 20 people but will be charged the minimum booking of 20 people.
- **Three-night stays include 1 hour of 'spark ideas'**. The focus of 'spark ideas' depends on the Bundanon site you are visiting and the learning program you choose to engage with. For example, you may choose to focus on the Homestead, Art Museum, Architecture Tour, or guided bushwalk.
- **Three-night stays include 14 hours making/doing workshops**. The type of workshops depends on the site you are visiting and the purpose of your visit. This will be decided with the Learning Officer when you have your booking interview.
- **Catering from afternoon tea on day one to lunch on day four.**
- **Pillows, linen and towel provided.**

Costs beyond these standard packages for additional nights, non-learning attendees (bus drivers, nurses etc.) and extra activities are outlined in the Bundanon Learning Terms and Conditions document



TRANSPORT CONSIDERATIONS FOR STAYING OVERNIGHT

For general information on travel to Bundanon please see **transport & travel time** section of this handbook.

For residential visits that start with a Homestead arrival, please be sure to organize the bus to wait for your Homestead learning and then transfer you to your accommodation as per the timing on your agenda. There is no accommodation at the Homestead site.

Additional vehicle. Many groups that arrive via bus ensure that one group leader arrives in a private vehicle. This means that the group can access nearby Nowra and its shops and services independently during their stay, it also means there is a way of transporting individuals who may become unwell prior to the end of their stay.

ARRIVAL & DEPARTURE TIMES FOR RESIDENTIAL VISITS

Arrival on day one can be at any time after 10am.

Departure on the final day is any time before, or at 1pm.

ACCOMMODATION

- All accommodation is at the Art Museum site. Bundanon will book your group into either The Boyd Education Centre or The Bridge Creative Learning Centre, or across both buildings for larger groups. Buildings and learning spaces will be allocated to your booking by Bundanon based on group numbers and art making activities and are subject to change. In order to manage increasing demand, Bundanon will determine the most suitable venue for your group.
- Both buildings have won the same state and national awards for public architecture.
- Both buildings provide quality mattresses, linen, and food service.
- The learning programs are delivered equally in both buildings.
- Costs are the same regardless of the building allocated.
- As per the Infectious Disease Safety Plan, bookings for each building include access to specific outdoor learning areas at the art museum site. Please note: booking one building does not guarantee access to the whole site during your stay.

The below building descriptions outline each building's maximum beds. Please consult the room layout diagrams and consider bed-plans to determine the maximum number for your group.



THE BOYD EDUCATION CENTRE

- The Boyd Education Centre (BEC) sleeps up to 32 people. These rooms are configured for groups of 4 single beds. The group of four can be split into twin-share as there is a sliding, wooden partition that provides visual privacy. Eight people will share a three-way bathroom with a toilet, sink and shower. Each room has a portable electric oil heater and power points for charging devices. Double, queen, or king beds are not available in this building.
- In addition to these accommodation facilities, the BEC has a large common room used for dining and learning, an undercover forecourt, a warming kitchen, and toilets separate from learning area near the classroom.
- Self-catering is an option in this building.

THE BRIDGE

- The Bridge sleeps up to 64 people in twin share with king-single beds. King beds are available for adult guests or learners with access needs, on request. Each twin-share room has an ensuite featuring shower, toilet, and basin. Heating and power points are in each room.
- The classroom space on The Bridge (CLC) has air conditioning and there are also breezeways that can be used for learning activities, weather permitting.

- Although this building has for 64 king-single beds, the studio/classroom/dining hall attached to this building comfortably only fits 40 people during art making experiences. Talk to your Learning Officer about booking multiple learning spaces for residential groups larger than 40 (including teachers and group leaders).
- Self-catering is not an option in this building.

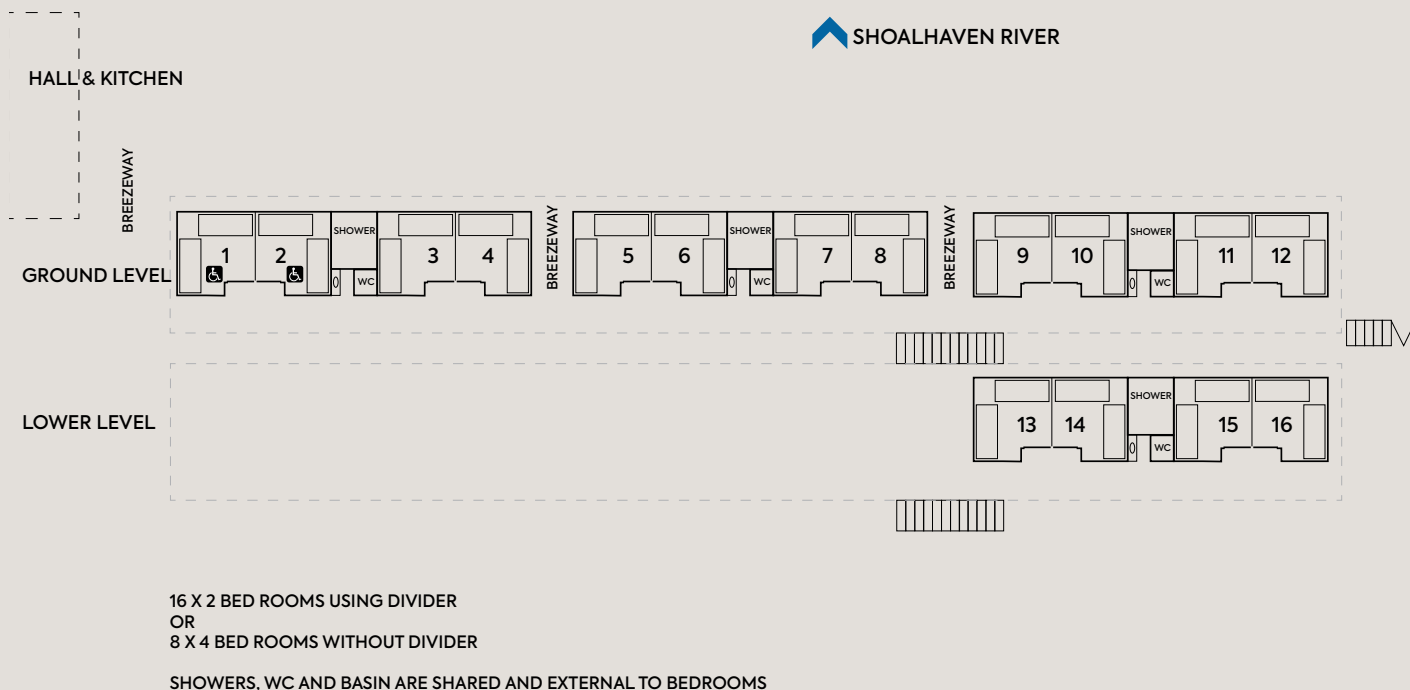
ADDITIONAL PACKING LIST FOR RESIDENTIAL VISITS

In addition to the **'Packing List'** for all Bundanon events listed on page 8 of the handbook, learn residential visitors should also pack:

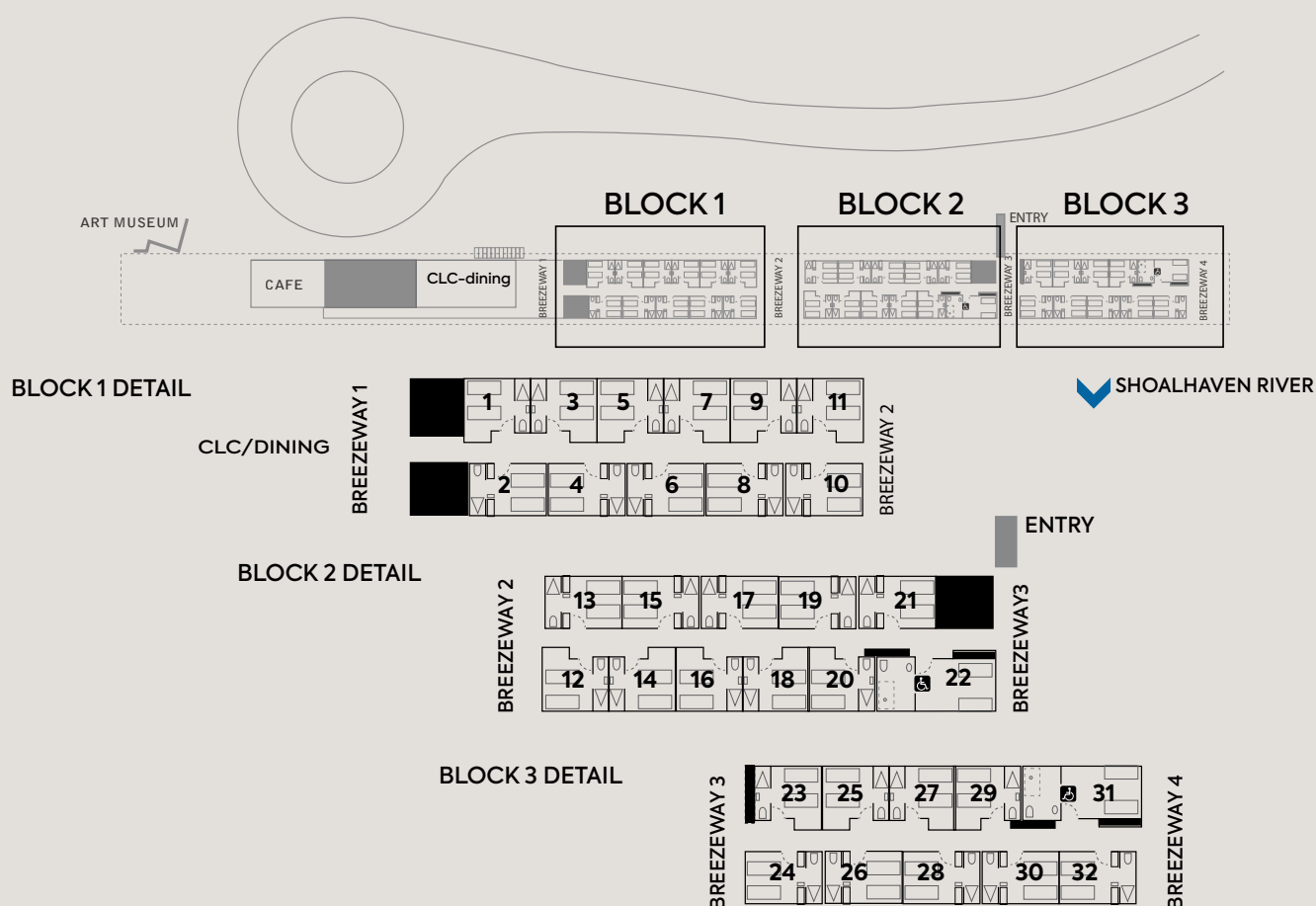
- Lunch for day one
- Personal toiletries.
- Weather-appropriate clothing. (sun covering, closed toe shoes with good grip, a rain jacket and gumboots if needed)
- Torch (or the torch on your phone)
- Please bring your own art materials for any extra art activities or programs conducted in your 'own program' time.
- Visual arts diaries (optional)

Please note: Pillows, linen and towels are provided. There is no need to bring your own.

BOYD EDUCATION CENTRE ACCOMMODATION ROOM PLAN



THE BRIDGE ACCOMODATION PLAN



CATERING & DIETARY NEEDS

- Bring Your Own (BYO) lunch on day one for all programs.
- For residential visits, Bundanon catering starts with afternoon tea on day one and continues through to lunch on the final day:
 - Breakfast is self-serve. All breakfast items are left for you to access and group leaders will be shown where to locate them during the induction.
 - Morning tea will be served outdoors at the activity location or in the dining area.
 - Lunch is served in the dining area.
 - Afternoon tea will be served outdoors at the activity location or in the dining area.
 - Dinner is served at 6pm in the dining area.
- Additional catering can be organised at extra cost for any kind of learning package (day visits or residential)
- For people with food allergies and sensitivities, Bundanon requires that these specific needs are notified through the registration portal, when finalising your event registration.
- Those with severe allergies must bring their own EpiPen and must check all foods before eating. Each dining area features a folder with a list of all provided meals and snacks and their related allergen declarations, so it is easy to check ingredients of items, even if they are not served in packaging.

- If food allergies and intolerances are not catered for in the standard menu, the kitchen will make and label specific dishes. However, this requires prior and accurate declaration of dietary requirements in the registration form.
- If you know you have a group that will enjoy large portions, this can be provided at additional cost.
- With enough notice Bundanon can alter the standard learning menu for dominant dietary needs of the group (e.g., if everyone wants to eat vegetarian, or Halal).
- Your meal service requires your participation. Duty groups will need to wash and dry the dishes and store dishes away. Tables will need to be wiped clean, and floors swept.
- Group leaders and teachers need to supervise self-service and storage of leftover food provided by Bundanon to ensure food safety for their group.
- Please assist us to be as sustainable as possible by using the correct bins for recycling and rubbish.

BUNDANON STAFFING & OVERNIGHT SECURITY

- On arrival, a member of the Learning team will welcome you and conduct a site induction with your group, outlining our Code of Conduct and explaining safety procedures.
- Overnight, group leaders or teachers are responsible for their group and will assume emergency warden duties in



the absence of Bundanon staff. Be mindful that there may be other groups staying on site at the same time as your group and be always respectful of the boundaries between booking zones.

- Bundanon staff work from 9am - 5pm (office hours) Monday to Friday, however these times are flexible and there may be staff who arrive earlier and stay later.
- Bundanon Learning team members do not live on site. There is a security officer onsite 6pm - 11pm Monday to Friday.
- The gate at the Art Museum site is not locked overnight.
- Local wildlife carer groups regularly come onto site to treat the wildlife. They arrive on or just after dusk.
- The kitchen staff will be the last to leave the property each evening after dinner has been served.
- For detailed information see **In an emergency** page in this handbook.
- All emergency numbers are displayed in The Boyd Education Centre kitchen and The Bridge (CLC) kitchen. This will be pointed out during induction on the first day.
- Bundanon staff are available for emergency callouts (for example, water and/or electricity outage, natural disaster, intruders on site).

EMERGENCY PROTOCOLS

- **Medical care.** If a person requires medical care or assessment outside of Bundanon's opening hours, **please call an ambulance on 000** (and not Bundanon's on-call number). If you do need to call an ambulance, please do let Bundanon know after the fact.
- **Deputised emergency wardens.** The whole group will be inducted into evacuation procedures and group leaders and teachers will additionally be provided with extra information for managing emergency situations. Group leaders and teachers will act as deputized emergency wardens if there is an emergency after hours, and if there is no security guard onsite.
- **Visitors (unauthorized).** Groups are not permitted to invite unregistered visitors to stay overnight at Bundanon or to have visitors during Learning program hours. Any known, group-approved visitors such as bus drivers, visiting artists, parent helpers etc., should be included in the registration documentation. This assists with site evacuation lists and child safety.

- **Power failures.** In the unlikely event of a power failure, landline phones and Wi-Fi will not work. Mobile coverage can be limited, however there is good coverage in front of The Boyd Education Centre on the Art Museum site and good mobile coverage near the artist in residence precinct on the Homestead site. Please bring your mobile phone and keep it always charged.
- **Power and Water supply:** If the power fails, water tank pumps may not work. In this case, you may not have access to water in your residence for bathroom or kitchen use. Please note there are buildings that do not rely on water pumps on site and these may become alternative venues for toilets and hand washing, Bundanon will advise you as needed. It is important to always keep your water bottle full. If the power fails you should activate the emergency phone tree; group leaders and teachers will be shown where to locate emergency numbers during the induction process.
- **Energy and water conservation.** To assist us to conserve energy please turn off appliances, lights, fans, and air conditioners when not in use. Bundanon is not connected to town water supplies. Bundanon uses a combination of tank water and bore water. The induction process will indicate the location of potable (drinking) and non-potable water sources. Drinking bottles should be filled up only from designated drinking water taps. Please assist Bundanon to conserve water by encouraging showers of less than 3 minutes duration.
- **Septic systems.** Bundanon uses an independent septic system. No materials other than toilet paper are to be used in the toilets. Please use the receptacles provided for all other items.

POSTAGE POLICY

Please plan to take all your artwork and personal belongings with you at the end of your visit. The group leader should do a 'sweep' of the accommodation rooms and studio / dining areas once they have been vacated and before departure. Bundanon will post items to you if the item is an artwork made during your stay or if the item is valuable. Postage costing over \$50 will be charged to you.



TEACHERS ALSO NEED TO KNOW...

CURRICULUM MAPPING OF PROGRAMS

- Bundanon Learning Officers will provide a mapping of Bundanon's workshops' artistic forms and foci during your booking interview, to help guide program selection.
- Some programs lend themselves to interdisciplinary delivery. The Learning Manager will assist you with any multi- or inter- disciplinary program requests **Samantha McMahon**: sam@bundanon.com.au.

PERSONAL DEVICES & VALUABLES

- Contrary to many school policies, Bundanon welcomes use of phones and iPads for the purposes of art making and record keeping / documenting artworks. However, these devices will only be allowed in workshops that require this type of activity. Teachers must support Bundanon learning officers if they request that devices be put away during workshop times.

- No air pods or other headphones please (unless for specific inclusion purposes advised in advance). If music is part of the intended learning experience, Bundanon will use classroom speakers for this.
- Personal valuables are used and stored at your own risk. Bundanon does not accept responsibility for these items.

TEACHER RESPONSIBILITIES & STAFFING RATIOS

- Teachers retain their special duty of care and are responsible for student discipline during the visit.
- Teacher staffing ratios must comply with NSW Department of Education standards and principal approvals.
- Please ensure there are enough teachers to always have someone on duty.



EMERGENCY INFORMATION

IN CASE OF AN EMERGENCY CALL 000

BUNDANON STAFF

Bundanon will be there to assist and call emergency services during office hours.

CONTACT	DIRECT NUMBER
Visitor Services Office	02 4422 2100

AFTER HOURS CALL 000

Please give emergency services the address: **170 Riversdale road, Illaroo, NSW**

(Please DO NOT say 'Bundanon', or 'The Art Museum', this may misdirect emergency vehicles to other locations).

The nearest intersection is **Bundanon Road** and **Riversdale Road**.

Use the **Emergency Plus app** on your phone to make your location clear to services.

BUNDANON EMERGENCY CONTACT LIST

If you need assistance out of office hours, please use the on-call number below.

ON-CALL 02 4422 2112
(IF BUSY LEAVE A MESSAGE)

If you cannot reach anyone, please contact staff in the order below until you speak to an actual person.

CONTACT	DIRECT NUMBER
Caretaker and Deputy Chief Warden – Peter Almond	0421 252 311
Operations Manager and Chief Warden – Simon Maberley	0409 559 171
Maintenance Officer – John Merriment	0412 245 341
Property Officer – Rylan Edmestone	0452 302 500
Head of Infrastructure Services – Mark Johnson	0408 647 397

EMERGENCY DEPARTMENT

Shoalhaven District Memorial Hospital

Scenic Drive, Nowra

Phone: 02 4421 3111

www.islhd.health.nsw.gov.au

DOCTORS

Meroo Street Family Practice

This practice has mixed billing,
offering bulk billing for eligible patients

1 Meroo St, Bomaderry

Phone: 02 4421 4655

North Nowra Medical Practice

This practice does not bulk bill
23 McMahons Rd, North Nowra

Phone: 02 4423 5991

Grand Pacific Health

107 Scenic Drive, Nowra
next to Shoalhaven Hospital

Phone: 02 4448 2255

IF YOU CALL 000, PLEASE NOTIFY BUNDANON STAFF





Shoalhaven River. Photo: Bundanon