



**LEADERS HANDBOOK**



**THE BIG BITE**



**DETAILED MENU**



**INGREDIENTS LIST**

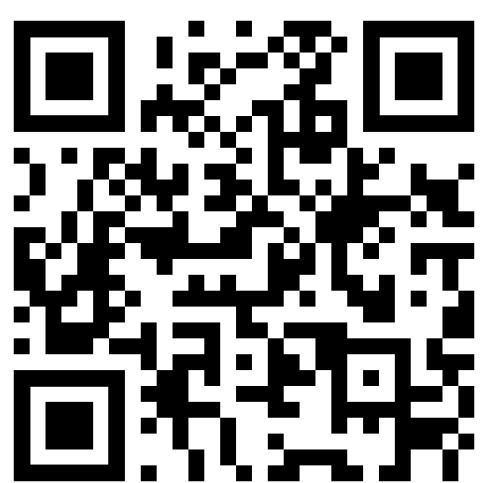


**HEALTH & WELLBEING  
HANDBOOK**

27/8/2023



**SITE MAP**



**FACEBOOK PAGE**



**For Adventure!**

# Cuboree 2023

## STAY WARM & DRY AND SLEEP WELL

Our very own Scout Shop has the best gear at the lowest prices for **Cuboree**

SNOWGUM  
VAPORTEC® FOOTWEAR  
Cooper Waterproof  
Boot  
RRP \$179.95  
**only \$99.95**



save  
\$80

SNOWGUM ADVENTURE GEAR  
Easy Fold Camp Stretcher  
RRP \$149.95 **only \$99.95**



save  
\$50



save  
\$60

SNOWGUM ADVENTURE GEAR  
Leichardt Sleeping Bag  
Good to -5°C  
RRP \$179.95  
**only \$119.95**  
Also available, Microfibre Inner Sheet  
RRP \$59.95 **only \$34.95**



save  
\$25

SNOWGUM ADVENTURE  
Vulcan  
LED Headtorch  
RRP \$29.95  
**only \$17.95**



save  
\$12

SNOWGUM VAPORTEC®  
100% WATERPROOF JACKETS  
Cloudburst or Cloudscape  
Sizes: Kids 8 to 5XL  
RRP \$229.95  
**only \$119.95**



save  
\$110

SEA-TO-SUMMIT CAMPING SET  
Delta 3 Piece Set  
Plate, bowl, mug and cutlery  
in mesh bag.  
RRP \$49.95  
**only \$34.95**

save  
\$15



SNOWGUM ADVENTURE GEAR  
Large Wheeled Duffel  
76cm L x 42cm W x 31cm H  
Capacity: 90 Litres  
RRP \$199.95  
**only \$119.95**



save  
\$80

AVAILABLE ONLINE AT  **ScoutShop.com.au** OR VISIT IN-STORE AT

SNOWGUM - 702 DANDENONG ROAD, OAKLEIGH EAST OPEN 10-5 7 DAYS A WEEK

**SNOWGUM.COM.AU** official sponsors of **Cuboree 2023**

# Cuboree 2023

September 25-29 2023



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# Acknowledgement of Country

As Scouts of Australia, we acknowledge Australia's First Nations Peoples, the Aboriginal and Torres Strait Islander peoples, as the Traditional Custodians of this land. We pay our respects to Elders past, present, and emerging.

We're grateful to do our Scouting in this country; we commit to use its resources wisely, and develop our understanding of Aboriginal and Torres Strait Islander cultures.

We also acknowledge any Aboriginal and Torres Strait Islander Scouts who are part of our movement today.



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# Today

- The Chiefs Approach
- Overview of Cuboree
- Administration Services
- ScoutSafe & Security
- Emergency Management Centre
- Cuboree Transport
- Camping
- Merchandise
- Works & Services
- Catering
- People & Wellbeing
- Joey Scouts Hop into Cuboree
- Scout Heritage Victoria
- Activities
- Achievement Pathways



# The Chiefs

John Kerr – Chief Director

Josh Cashill – Deputy Chief Director

Nikki Coffey – Camp Chief



# About 5 Weeks To Go



Thanks to the amazing team of dedicated Scouts who are bringing you Cuboree 2023!

- Our Directors, Managers and their pre-event teams

Thanks to the Cuboree (youth) Unit Council for their ideas and guidance over the past two years.

**We are all looking forward to seeing around 3,500 smiling Cub Scouts with their Leaders & Helpers on Monday September 25.**



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# Cuboree Overview

Peter Coffey



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# Introduction



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# What is a Cuboree?

- The biggest Cub Scout event in Australia
- Held every three years at Gilwell Park (Gembrook)
- Held on the second week of the September 2023 school holidays
- This will be Victoria's 11<sup>th</sup> Cuboree



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# Nine Days of Cuboree

- Saturday/Sunday (weekend before)
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday/Sunday (weekend after)



# Saturday/Sunday before

- Parents help move gear from their Groups/Districts to Gilwell Park
- Setting up tents, marquees, eating shelter, camp kitchen, gateway
- Each Unit has an allocated site, usually in amongst nature!
- This is a role for the parents, not just the leaders who will be with the Cubs for the next 5 days



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# Monday



- Getting on the bus at allocated pick-up spots
- A long drive to Gilwell Park!
- Unloading near your campsite
- Setting up beds
- Settling in



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# Tuesday, Wednesday, Thursday

- Three days of activities
- Two rotations per day between “bases”
- Each base caters for around 500-600 Cubs at a time
- Lots of Service Leaders (Venturers, Rovers, Leaders, Parents) helping to run these
- Line leaders supervising their small group of Cubs
- One offsite activity (1/2 day) buses to and from the venue



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# Friday



- Packing up contents of tents
- Possibly packing up some of the tents and other gear
- Load on to the bus, and home!



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# Saturday/Sunday after

- Parents come back on-site to pack up the camping site
- This is a role for the parents; the leaders are exhausted after 5 days at camp!



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# Wednesday – Joey Scouts Day



# Administration Services

Narelle Caruana



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# The Team

- Director: Narelle Caruana
- Deputy: Matthew Costin
- Admin: Tracy, Rebecca, Caitlyn, Courtney & Judy
- Radios Team: Alberto, Jasmine & Paige



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# How We Support You

We are the first point of contact during the event for

- Site Access, Check in & Out Point
- Lost Property
- Independent Travelers
- Parking Permits
- Wristbands & Replacements
- Application Records
- Communications (Radios)

Go-to Point for Questions –

We will chase down an answer If we don't have it



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# Some Key Notes

- Phone Coverage & Communication Channels
- Registered (application accepted) Part-Timers
  - Check in from 6am
  - MUST be off-site by 10pm
- Visitors (Restricted to Scouting Members or escorted VIPs)
  - On site 8am to 8pm
  - Must be pre-booked through Admin
- Lost Property will be delivered to the Sub Camps before the daily meeting (if named)



# Independent Travellers

**TO** Cuboree: Gilwell Park Gate 2

Cubs Scouts:

*There are only a few of these exceptional cases*

Members Pre-Approved by Cuboree Admin

- It will be the responsibility of each Cuboree Akela to ensure Cubs Scouts and their luggage are collected from Cuboree Admin, Upon arrival.

NO unregistered people will be allowed beyond Admin.



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# Independent Travellers

**TO** Cuboree: Gilwell Park Gate 2

- Scouts / Venturers:
  - Monday: Between 4:30pm and 10pm ONLY
  - Tuesday - Thursday: 6am to 10pm only
  - Friday: No Arrivals

Scouts / Venturers Must be Pre-Approved by Cuboree Admin.

NO unregistered people will be allowed beyond Admin.



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# Independent Travellers

**TO** Cuboree: Gilwell Park Gate 2

- **Adult Members:**

- Monday: Before 8am or Between 4:30pm and 10pm ONLY
- Tuesday - Thursday: 6am to 10pm only
- Friday: No Arrivals

Anyone arriving onsite via any method than the buses must report to Admin immediately every time they arrive on site

NO unregistered people will be allowed beyond Admin.



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# Independent Travellers

## Youth Members **FROM** Cuboree: Gilwell Park Gate 4

Youth Members Pre-Approved by Cuboree Admin

- Friday: Before 7:45am (BEFORE THE 1<sup>ST</sup> BUS ARRIVES)

It will be the responsibility of each Cuboree Akela to ensure Cubs Scouts and their luggage at Cuboree Admin at the agreed time.

We must have the release forms completed by the 8<sup>th</sup> September

Any Child not picked up after 8am will be put on the bus home with the rest of their Unit



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# Independent Travellers

## Adult Members FROM Cuboree: Gilwell Park Gate 4

- Adult Members:
  - Tuesday - Thursday: 6am to 10pm only
  - Friday: Before 7:45am and after 4:45pm or after the last bus has left

Please sign out at Cuboree Admin before leaving the site!

If Leaders or Adult Helpers are traveling home independently with their own children you will still need to complete the Independent Traveler Form for the Youth Member.



# Independent Travellers

No one under the age of 18 years, is to be on the Cuboree site after 5pm on the Friday.

If adults are staying on their unit sites on Friday Night, please visit Admin before 5pm to advise which site you are staying.

If we know, we can keep Toilets and Showers Open for you.



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# Parking at Cuboree

If you are planning on bringing your car to Cuboree and you would like to park it on-site, you need to fill out the car parking form found on the Cuboree Website.

Parking Application Link: [Cuboree.net/parking](https://cuboree.net/parking)

- Car Parking Applications will close **September 15<sup>th</sup> 5pm**
- Come to Admin to Check in and receive a parking permit to display on your dashboard
- **WARNING:** As Space is limited if your permit is not displayed your vehicle may be towed



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# Wristbands

- Individually printed in the Activity Group Colours
- Information includes:
  - First Name and Initial of Last Name
  - Cuboree Participant ID
  - Membership Number
  - Camping Unit Number
  - Medical & Dietary Symbols
  - Hay Fever / Asthma
- Re-ordering Wristbands via Cuboree Admin or via: [Cuboree.net](http://Cuboree.net) at the event



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# How to Find us at Cuboree?

- At The Environmental Centre – Gate 2
- We are Open Daily from 6am to 10pm
- Phone: 03 8543 9821



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# Questions

If you have any Questions in the lead-up to Cuboree 2023

Please Contact the Admin Team Via email

[cuboree@scoutsvictoria.com.au](mailto:cuboree@scoutsvictoria.com.au)

Please include the Membership Number or Participant ID



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# ScoutSafe & Security

Danny Attard



# ScoutSafe Cuboree

The Cuboree Management believe that the health and safety of Scout Members and the protection of the environment to be the highest priority when having fun at Cuboree.



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# ScoutSafe Cuboree

- All Directors, General Managers and line leaders are assigned responsibility under the OHS Act where work is carried out
- You all have some responsibility - it cannot be delegated to another person
- All Cuboree staff carry responsibility for the OHS Act where work is conducted



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# Why Manage Risk?

To identify & prevent events that could cause harm to people, the environment, property or assets.

## HAZARD

- a **Source of Harm** with a potential to cause injury or loss

E.g.: **Not wearing shoes** - Cut Feet

**Gravel tracks** - Falling and grazing knees

**Scissors** - Cuts & lacerations

Hazard is a situation which may have the potential to harm people or the environment or to damage the facility.



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# Risk

- The **Chance** of something happening that will have an impact on an activity
- Risk is the combination of hazardous event frequency, exposure to hazards and event severity (consequences);



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# Work Requirements

- If unsure about any:
  - Tasks that you are doing, or;
  - Tasks that are being performed around you;
  - Directions and/or instructions;
  - Health, Safety & environment precautions.

**STOP**

**No task is so important or urgent that time cannot be taken to ensure it is done safely.**

**Discuss your concerns with your Leader, Manager or Supervisor**



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# Muster Process

- Each Unit to proceed to closest muster point
- Each sub-camp and work zone has a muster location and each muster point has a number
- Assemble and report to muster checker and state *your Unit number ... are present and accounted for and quickly advise any exceptions*
- Once all Units have mustered, the Sub Camp Leader will radio to Emergency controller that all in sub camp are present and assembled.



# Reporting Requirements

Please report ALL OHS incidents to the Emergency Management Centre, relevant team or sub-camp authority.

- Examples of incidents includes:
  - Accidents/Incidents
  - Spills
  - Atmospheric Discharges
  - Occupational Illnesses
- Please report any Hazardous spills to the Emergency Management Centre , OHS team or to the Police Scouters.



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# Before Arriving at Camp

- Check your camping equipment; is it serviceable?
- Service gas stoves and hot water units, check O-rings, hoses and connections, bring spare parts in your tool kit
- Check table and seats are suitable for bush camping
- Group trailers: check tyres, hydraulic brake units, brake and turning lights and check couplings
- Prefer 12Volt LED lighting systems
- Avoid voltage inverters; do you really need 240Volts on site?
- Be-Prepared with spare clothes for Cubs and spare sleeping bags
- Consider using bunting to cordon off restricted areas such as the kitchen, BBQ and hot water unit area
- Consider solar powered night lights or glow-sticks to define paths, leaders' tents and your gateway



# HOUSEKEEPING in Camp, activity zone & other work areas

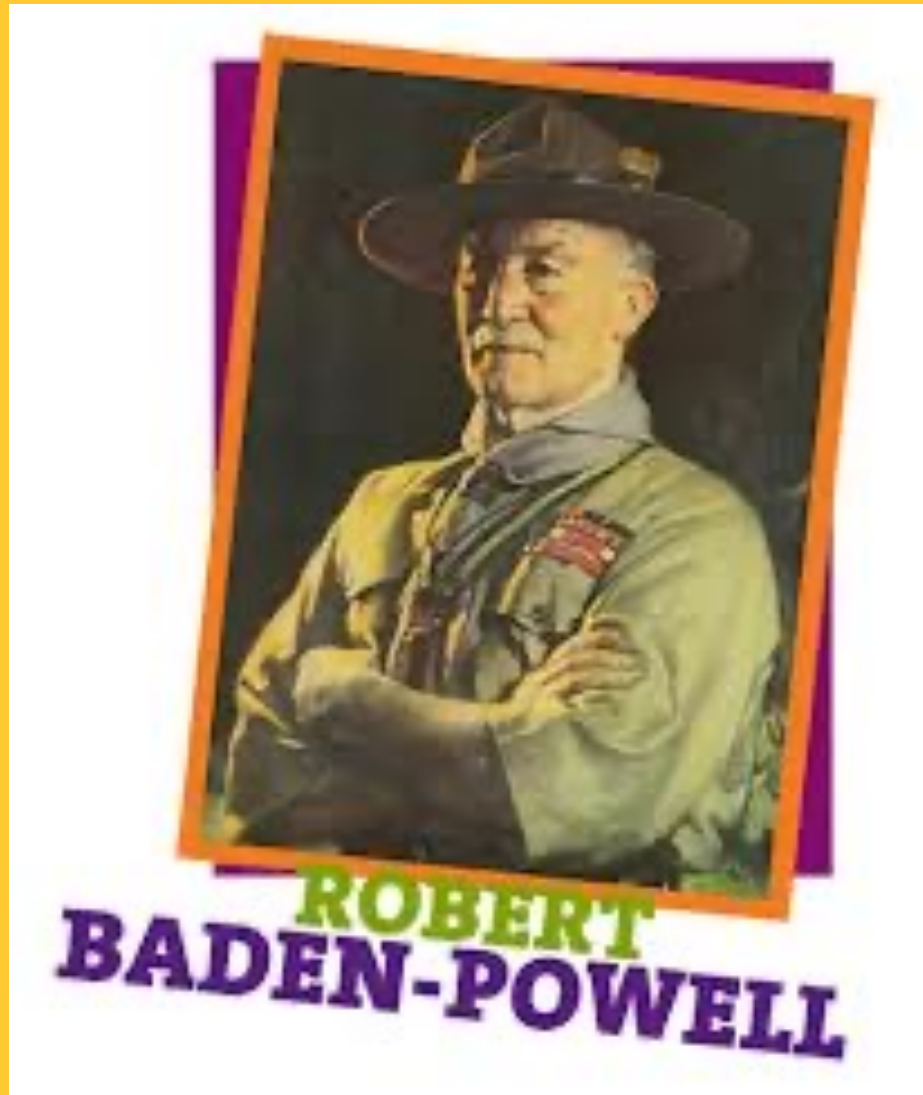
- Maintain a clean and tidy work area at all times
- Remember personal hygiene especially washing of hands and hand sanitising
- Remember camp hygiene especially in the kitchen, dining and wash-up dishes areas
- Clean up all spills, no matter how minor, immediately
- Plan a tidy camp site, consider a QM Store
- Look around and remove trip hazards
- Return tools and unused camp gear to their correct location
- Keep access ways clear at all times
- Keep flammable liquids in appropriate containers and away from any heat creating appliances e.g.: BBQ, hot water units



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Take the lead from  
our founder; the man  
who gave us our  
motto

“Be-Prepared”  
was telling us to  
“be ScoutSafe”  
aware.



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# ScoutSafe Cuboree

**BE SCOUTSAFE**  
and enjoy every  
moment of your  
Victorian Cuboree,  
Open For Adventure



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# Cuboree Transport

Eric Affleck



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# Transport Briefing

- Travelling To and From Cuboree on a Bus!
  - Arrive Monday morning
  - Depart Friday morning
- Unit Number = Coach Number
- Units are on the same Coach (mostly)
- Bus Captains are responsible for checking people on and off buses.



# Arrival

- All Sub-Camps (1, 2 & 3)
  - Coaches to drop off at/near Unit campsite
  - Adults to help unload gear from Bus



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# Other Information

- Seat belts must be fastened if fitted
- Only personal luggage on coaches
- BYO lunch is required on Day 1
- Toilet stops or food stops – Bus Captain arrange with Driver
- “Little Red Bus” website 2 weeks before event



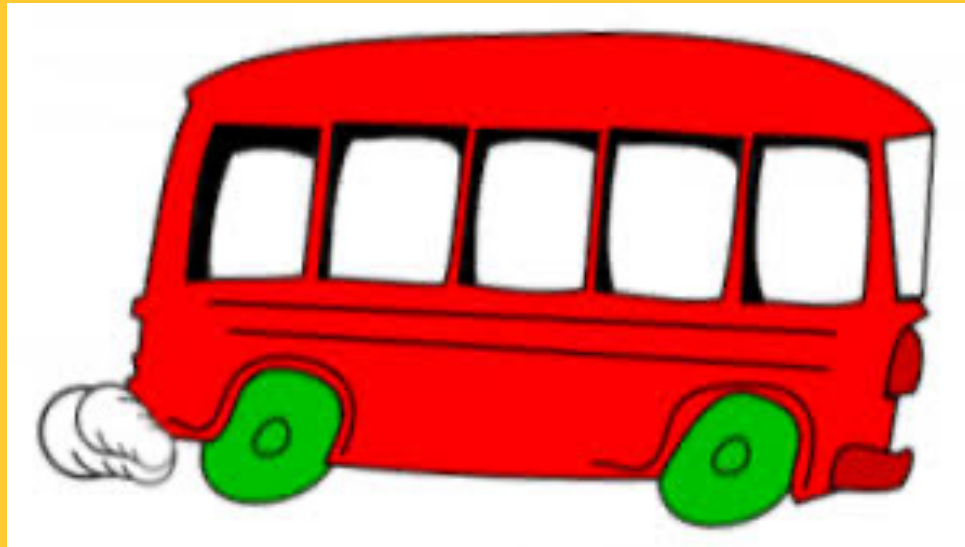
**For Adventure!**



# Questions?

- Check with your Unit Akela First
- [cuboree@scoutsvictoria.com.au](mailto:cuboree@scoutsvictoria.com.au)

Thanks!



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# Camping

Russell Bradd



# The Team

- Director: Russell Bradd
- Ass Camping Director: Kent Bennett
- Sub Camps:
  - Sub Camp 1 – Jeff McIlvain
  - Sub Camp 2 – Mike Graham
  - Sub Camp 3 – Jeff Kemp



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# Cuboree 2023 Site Map



## Sub Camps

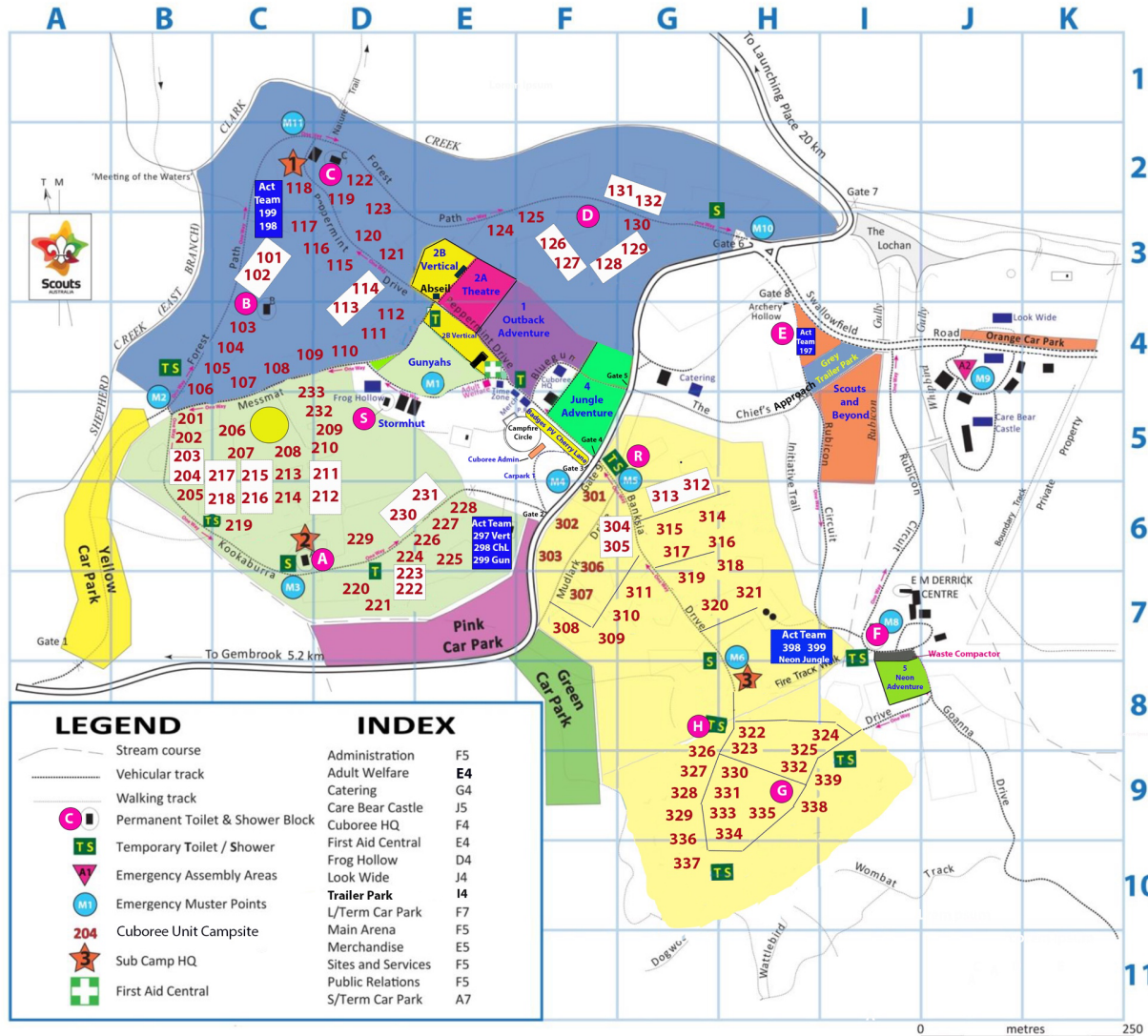
- Sub Camp 1 - **Blue**
- Sub Camp 2 - **Green**
- Sub Camp 3 - **Yellow**

## Activities

- 1 Outback Adventure **F4**
- 2A Theatre Adventure **E3**
- 2B Vertical Adventure **E3 and E4**
- 3 Safari Adventure **(Off Site)**
- 4 Jungle Adventure **F5**
- 5 Neon Adventure **I8**
- 6 Scouts and Beyond **I5**
- Cherry Lane **F5**
- Citizen Scientist **F5**
- Gunyahs **E4**



Cuboree 2023 - Site Map V11 - August 2023



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# Bump In Sat 23<sup>rd</sup> – Sun 24<sup>th</sup> September

- Contact your Sub Camp Leaders

- Sub Camp 1 Jeff McIlvain 0428 109 541 [netmac@bigpond.com.au](mailto:netmac@bigpond.com.au)
- Sub Camp 2 Mike Graham 0434 037 541 [baldwin01@outlook.com](mailto:baldwin01@outlook.com)
- Sub Camp 3 Jeff Kemp 0419 594 147 [scouts@truejoinconstructions.com.au](mailto:scouts@truejoinconstructions.com.au)

- Make sure of your boundaries before you erect any tents
- Trailers if used as a Q Store may stay on site
- All Roads and side tracks must have clearance at all times



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# Bump Out

## Fri 29<sup>th</sup> September – 1<sup>st</sup> October

- Canvas can be packed up any time from Friday morning
- Friday the 29<sup>th</sup> of September is a Public Holiday
- **No Vehicles** can come on site until the **Last bus** has left and the Sub Camp Leader gives approval
- No site can be vacated until the Sub Camp Team gives approval



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# Challenges

- If you have a question that the Sub Camp Team cannot answer

Director of Camping

Russell Bradd 0417 566 836 [camping@cuboree.com.au](mailto:camping@cuboree.com.au)



# Merchandise

Belinda Dowel



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# The Team

- Belinda
- Melissa
- Heidi
- Rach
- Carmen
- Andrew
- Brendan



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# Participant Kit

## Cub Scouts

- Event Shirt
- Event Scarf
- Event Badge
- Set of Activity badges
- Your Sub-Camp badge (other Sub-Camp badges can be purchased)
- Passport (on arrival at Cuboree in Akela kit)

## Non-Cubs

- Event Shirt
- Event Scarf
- Your Sub-Camp badge
- Leader Handbook (online)
- The Big Bite (online)





# Gear Collection Process

## Unit Akelas

- You will receive t-shirts, scarf and badge for each member of your Cuboree camping Unit who has fully paid
- There will be limited merchandise for changes in sizes to shirts this cannot be done until after both O-Days have been completed
- Any gear not received at O-Day can be collected at Cuboree from the Merchandise shop at bump in, or by arrangement prior. Watch Be Informed for the options
- All merchandise enquires – PLEASE EMAIL – [merchandise@scoutsvictoria.com.au](mailto:merchandise@scoutsvictoria.com.au)



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# Gear Collection Process - Today

Leader's not in the Unit Lines

(This includes Scouts, Venturers, Rovers, Adult Helpers etc)

- You will receive t-shirts, scarf and badge
- There will be limited merchandise for changes in sizes to shirts and cannot be done until after the completion of both O-Days
- Applications submitted after 31st July (cut-off date) cannot be guaranteed to receive any gear



# Operating Dates & Times

## Collect Gear

We will be available on the Set-Up weekend or as you arrive at Cuboree, behind Messmate.

## Shop

Monday to Thursday (Breakfast to Dinner) and Friday (Breakfast to last bus departure) of Cuboree.

There will NOT be an ORDER FORM drop off this time as we will not have the time to complete them and operate the store.



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# Pre-orders

Pre-Orders of Hoodies, Puffer Vest and a limited number of Police Scouter Badges can be ordered on the QStore/Merchandise Shop front website until the end of August.

<https://www.scouteventshop.com.au/>

Hoodies and Vests are a pre-order and will be posted or collected at Cuboree.



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# Cuboree Merchandise Items

- Hoodies
- Puffer Jacket
- Teddy Bears
- Woggle
- Drink Bottles
- Tea Towel
- Coffee Mug
- Activity & Sub-Camp Badges
- Cuboree Badges
- AND .....some surprises



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# Police Scouter Badge

- Sale Time will be from 9:00am on Tuesday
- Limited Supply
- Send one person with a combined order for the Unit or team
- \$7 each
- Presale of limited stock on the Merchandise online store until end of August unless sold out



# Works & Services

Gary Steinhardt / Pete Pearse



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**JASON AISBETT – ASSISTANT**



**GARY STEINHARDT – DIRECTOR**



**PETE PEARSE – MANAGER**

# OUR TEAM



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# WHAT WE DO?

At Cuboree we're responsible for the facilitation of deliveries to all parts of site from Power through to amenities, we also ensure that the site is set up safely and that all facilities are setup and accessible for everyone on site, so you can have fun at Cuboree! Over the course of the event we also provide servicing of these facilities.



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# How it Happens

Onsite at Cuboree, we will be running a traffic flow. Traffic flow helps with bump in and bump out. It also helps with keeping people onsite safe at all times.

- Walking pace at all times (Enforced)
- **No under 16's onsite during bump in and bump out.**
- One way traffic flow will be in place.
- Vehicles must not block roads or access when parked.

**No person is to be onsite before 8AM, and must be Offsite by 6PM on Saturday 23rd and Sunday 24th.**



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# Gas Bottles at Cuboree



Older appliances with the traditional POL fitting will still continue to screw into the new cylinder valve ANTI-CLOCKWISE.

From late 2021 LPG appliances will start to adopt a new hose fitting that is purpose built to function with the new valve design. Importantly, appliances with this new hose fitting will only be able to connect to the cylinder valve being screwed on CLOCK-WISE.

FOR ANY FURTHER INFORMATION CONTACT

**ELGAS 13 11 61 • [www.elgas.com.au/swapngo](http://www.elgas.com.au/swapngo)**

Gas bottles, pre 2021 and post have different fittings, however these will still fit the gas bottles provided onsite as universally adapted.

**Please do not bring Personal Bottles.**



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# Waste Management

At Cuboree we will be taking reasonable steps to ensure we dispose of waste efficiently, in order to do this we need you to follow these processes.



Black Plastic Bags  
(General Waste)



Clear Plastic Bags  
(Recycling)



Cardboard  
(Loose)



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# Disposing of Food Waste

At Cuboree we have a separate waste management process in place for organics (food waste) each campsite will be provided with a bucket, which they will be responsible for taking to their Subcamp to dispose of.



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# Catering

Jess Rutherford



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# Who are we?

- **Jess Rutherford** – Catering Director
- **Ailsa Cooke** – Deputy Catering Director
- **Darren Trevaskis** – Deputy Catering Director, Warehouse
- **Kate Cooke** – Modified Diets Manager
- **Jo McIntyre** – Delacombe Manager

Plus a team of dedicated and hard-working Leaders, Rovers & Venturers.



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# What do we do?

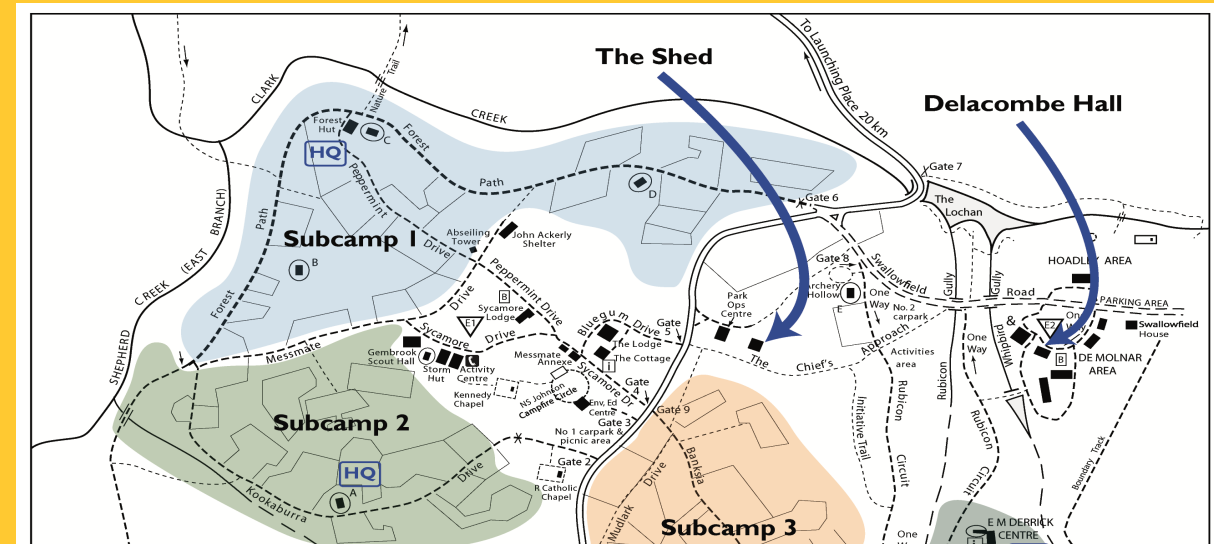
- Collect and analyse data from the application system
- Provide more than 57,000 meals over a 5-day period
- Make sure food is ordered, delivered and distributed on time
- Organise Modified Diet requirements for nearly 800 people
- Make sure every person at Cuboree is adequately fuelled to have the best-est, fun-est fantastic-est, ACE-est 5 days EVA!



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# How do we do it?

- Lots and LOTS of planning
- Purpose built software
  - Qty people with each diet in each Unit
  - x Qty required per person and likely uptake
  - = Accurately calculated food
- Food collection point at Subcamp HQ
- 2-3 Cooks in each Unit
  - Engage them early – they need time to plan and prepare
- The Big Bite
  - Make sure you read it! You'll thank us later!



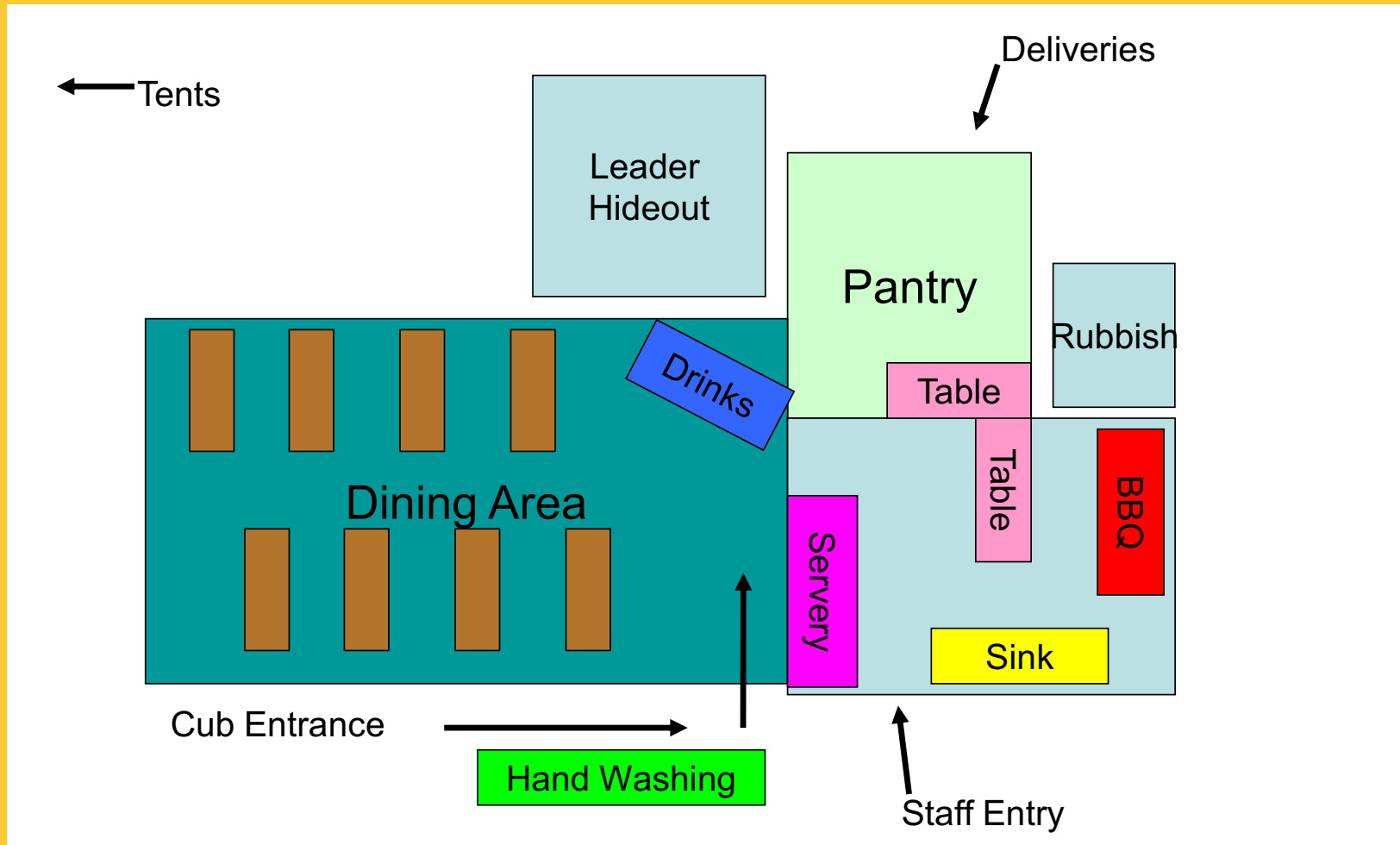
# Sustainability

- Data driven purchasing
- Reduced packaging
- Reusable crockery and cutlery
- Recycling
- Organic waste
- Big Bite online



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# Setting Up Your Kitchen





Drying

BBQ outside

Pots on timber table with foil  
Huge burners

Flooring

Raised table

Ventilation

Sinks

Servery

Gilwell Park

ture!



Shelving

Table

Tubs with lids

Flooring



ture!



tree 2023



Hand washing area



tree 2023

Gilwell Park



ture!



Cub wash up area

Hand washing

Caution HOT

WASH

RINSE

Hot water service

WHS

tree 2023

Gilwell Park



ture!



Hot water service



tree 2023

Gilwell Park

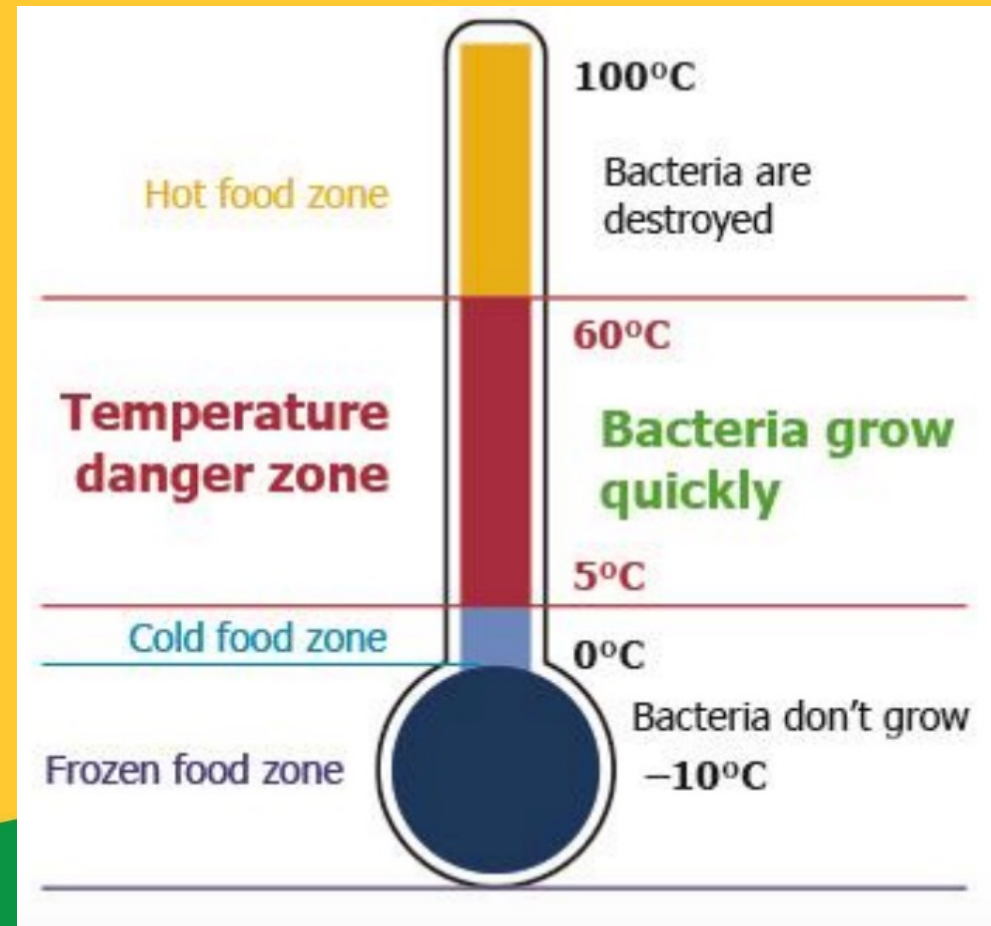


ture!



# Food Safety

- Food can only be between 5°C and 60°C (the danger zone) for a maximum of 4 hours
- Make sure all surfaces and utensils are thoroughly cleaned with hot soapy water after each use
- Make sure everyone's hands are washed and sanitised before and after handling food
- Heating the pre-cooked food in the bags is easier than it may seem, and a whole lot safer
- Leftovers – don't keep them





# The Menu

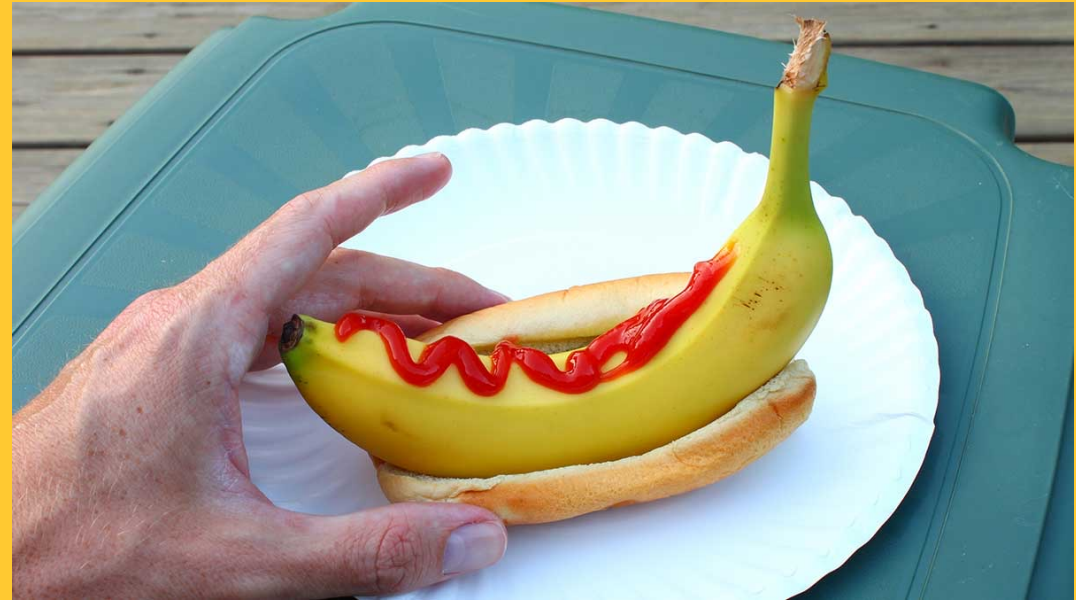
	Breakfast	Lunch	Dinner
Monday		BYO LUNCH	BBQ hamburgers, potato salad and coleslaw Chocolate cake with custard
Tuesday	Cereal, toast, bacon and eggs Muffins	Cold cut sandwiches Popcorn and fruit	Souvlaki and salad with wedges Ice cream sandwich
Wednesday	Cereal, toast, pancakes Muesli bar	Chicken taco with corn chips Potato chips and fruit	Pasta with meatballs, garlic bread and garden salad Apple Danish with whipped cream
Thursday	Cereal, toast, spaghetti and baked beans Biscuits	Toasted sandwiches and soup Popcorn and fruit	Roast chicken, with veggies, mashed potato and Yorkshire pudding Cheesecake with berries
Friday	Cereal, toast, yoghurt Muffins	Cold cut sandwiches Potato chips and fruit	AT HOME

# Food Collection

- **Initial Non-Perishables**  
1-3pm Saturday and Sunday of bump-in (Sept 23 & 24)
- **Daily Fresh Food**  
1-3pm each day of Cuboree (Sept 25-28)  
Allotted times per Unit – Check the Big Bite
- Bring a trek cart and octopus straps
- Only two people from each Unit
- Return crates to Subcamp by 4pm daily



# Modified Diets



**For Adventure!**



# Modified Diets

- More than 700 participants with Modified Diet needs
- 16 'standard' Mod Diet selections

Gluten Free	Dairy Free	Lactose Free	Gluten and Dairy Free
Gluten Free and Vegetarian	Gluten Free and Vegan	Diabetic	Egg Free
Kosher	Halal	Vegetarian	Vegan
No Red Meat	No Pork/Ham	Low Fructose	Low FODMAP

Plus Personalised Menus for Complex Requirements

- People select Modified Diets for a variety of reasons, allergies, medical, cultural, personal choice etc. It's not our job to question, it's our job to make sure everyone is fed in an inclusive and respectful way.
- Due to the high prevalence of nut anaphylaxis - **Cuboree is NUT FREE**

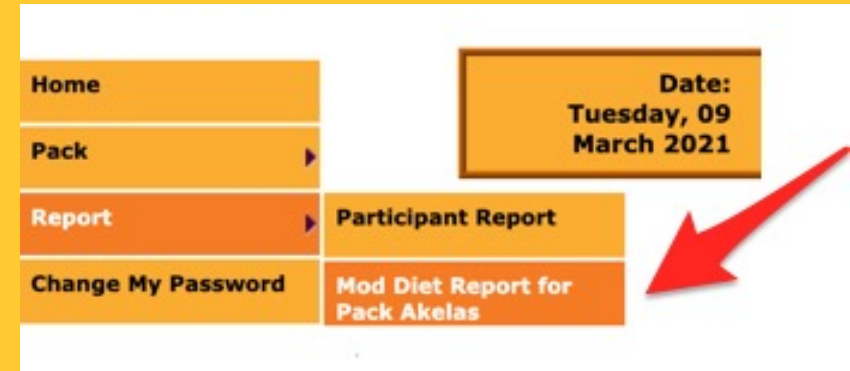


**For Adventure!**

# Modified Diets – Planning

- Unit Akelas log into the Applications system to generate your Unit's Mod Diet report
- Detailed Ingredient List and Detailed Menu available at <https://scoutsvictoria.com.au/activities-events/events/cubs/cuboree-2023-resources/>
- Any Personalised Menus will be emailed to the Unit Akela
- **Unit Akelas** – please share this information with your Cooks early, so they can plan and prepare
- **Unit Cooks** – please research these diets and talk to the parents so you are well prepared

Remember, The Catering Team are here to help



**For Adventure!**



# Modified Diets – Collecting

Each food collection will include a bag of Modified Diets items

There will be a Modified Diets person there at collection time to help

If you're missing something, let us know ASAP



**For Adventure!**

# Modified Diets – Cooking & Serving

Please do not downplay the seriousness of Modified Diets

- They can be life threatening, and even if they're not, **we must ALWAYS be respectful**

Most important thing – avoid cross-contamination

- Store Modified Diet items separately (pantry and esky) or double-bag if you can't
- Extra equipment for cutting, preparing, cooking
- Thorough cleaning and sanitising between

Some people won't be able to have one certain ingredient in a dish

- E.g. raw onion – make some salad without
- E.g. peas/corn/carrots – keep them separate so they can be easily avoided when plating
- E.g. sandwiches – if you pre-make sandwiches, be sure to know if any of them require exclusions

Sensory or Textural Requirements around food

- May be on the 'Standard' menu but have certain plating requirements
- Talk with the family and plan-ahead – will make meal-time much smoother



**For Adventure!**

# Leader Catering

- If you're in a Unit , you'll be eating with your Unit  
This includes all **Activity Leaders**
- **Service leaders** (Sites & Services, Admin, Welfare etc) eating at **Delacombe**  
Meal-times – Breakfast 7:00-8:30am, Lunch 12:00-13:30pm, Dinner 18:00-19:30pm
- Pre and Post catering for Service & Activity Leaders (not Unit leaders)  
Saturday Sep 23 Breakfast – Saturday Sep 30 Lunch  
You'll receive an email and Survey Monkey to book meals



**For Adventure!**

# Pack-Up

- Crates must be returned
- Any **opened** food – you're welcome to take home and use in your groups, as long as you can transport it safely
- Any **un-opened and re-sellable** food – please return to your Subcamp food collection point by 2:00pm on Friday

We can return non-perishables for a refund – helps keep costs down

We'll donate any perishable food to the ASRC or like organisation



**For Adventure!**

# How To Get Help

## Before The Event:

- The Big Bite <https://scoutsvictoria.com.au/activities-events/events/cubs/cuboree-2023-resources/>
- Email us at [catering@cuboree.com.au](mailto:catering@cuboree.com.au)
- Other Cub Leaders in your District, Scout Leaders in your Group

## During The Event:

- Catering Team Members and Modified Diets Person at collection time
- Subcamp HQ can call us on the radio
- Please don't visit the Q Store

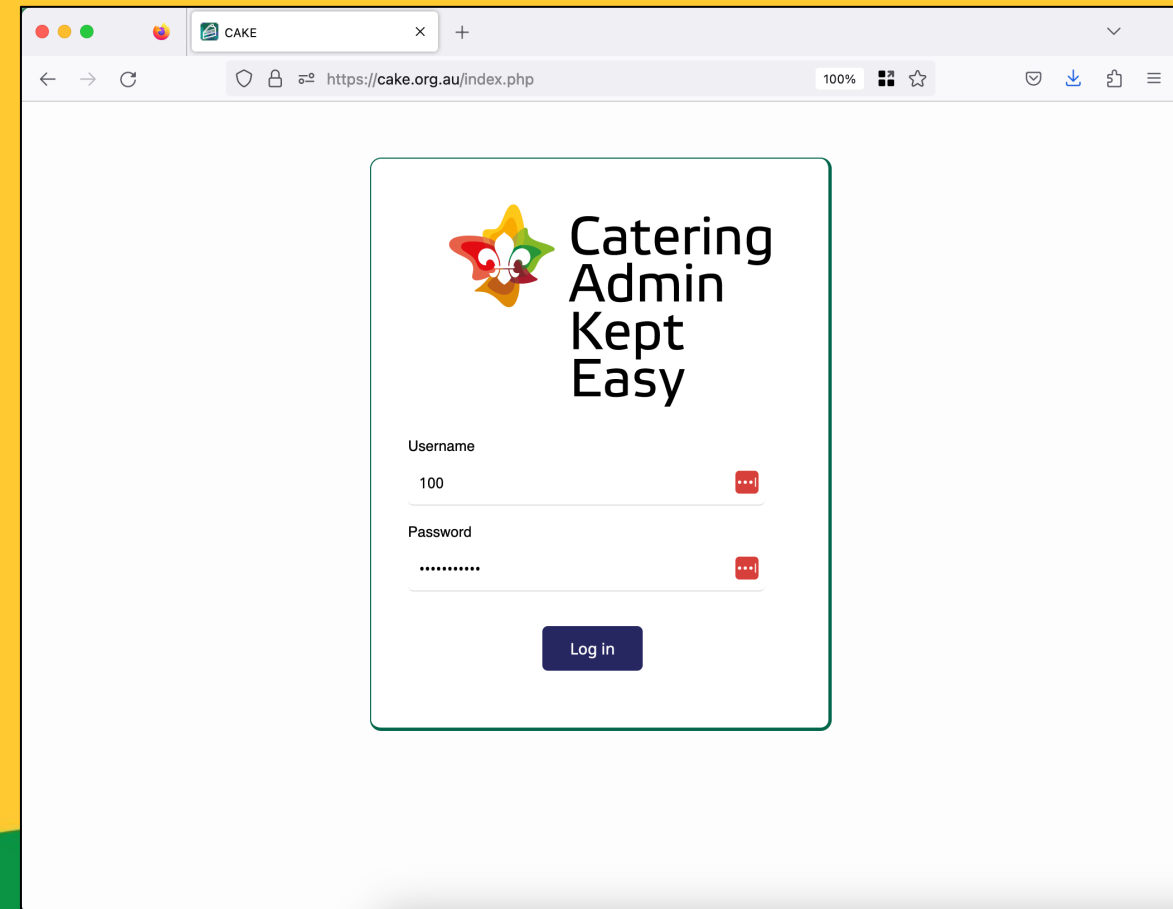


**For Adventure!**



# CAKE

- CAKE is the system we use to organise all our recipes, modified diet needs and ultimately to order from our suppliers
- You can log into CAKE to find important information
- <https://cake.org.au/>
  - Username – Your Unit Number
  - Password – Cuboree2023



# CAKE

You'll find reports specific to your Unit, for which food you'll be receiving each day, and which modified diets need which products.


The screenshot shows the CAKE website home page. The browser address bar displays 'https://cake.org.au/index.php'. The navigation menu includes 'CAKE', 'Daily News', 'My Unit', and 'Catering Reports'. The main heading is 'Welcome to CAKE'. Below this, a paragraph states: 'CAKE is a handy system where you'll find everything you need to know about catering for Cuboree 2023. While you can use CAKE on a phone, we recommend using a tablet or larger.' There are four icons representing different resources: a book with a lightbulb, a menu card, a bowl of ingredients, and an envelope. Each icon is accompanied by a short paragraph of text. At the bottom, there is a banner for '11th Victorian Cuboree 2023' at Gilwell Park, featuring a tree and the text 'OPEN For Adventure!'.

CAKE - CAKE for Unit Leaders x +  
← → ↻ 🔒 https://cake.org.au/index.php 100% ☆ 📄 📌 ☰


CAKE Daily News My Unit Catering Reports

## Welcome to CAKE


CAKE is a handy system where you'll find everything you need to know about catering for Cuboree 2023. While you can use CAKE on a phone, we recommend using a tablet or larger.




All Line Leaders and Parent Helpers should read the [Big Bite](#) cover to cover, especially if you're lucky enough to be a Unit Cook!



You can find a copy of our [menu including modified diet additions](#) as a handy reference guide.



And our [detailed ingredients list](#) provides a full manual of all the products on site, and their ingredients.



Need help? Email us any time at [catering@cuporee.com.au](mailto:catering@cuporee.com.au). Or during the event, your Subcamp will be able to call us on the radio.

Be sure to checkout the reports on the next tab, which will detail exactly what we're providing for your unit.

11th Victorian Cuboree 2023  
OPEN  
Gilwell Park  
For Adventure!

The screenshot shows the 'Unit Catering Reports' page. The browser address bar displays 'https://cake.org.au/index.php'. The navigation menu includes 'CAKE', 'Daily News', 'My Unit', and 'Catering Reports'. The main heading is 'Unit Catering Reports'. Below this, a paragraph states: 'Here's some handy reports that will help you feed your Unit. You may like to print these reports before you come to Cuboree, or load them on a device to refer to while you're there. Select a collection date, Diet and/or Meal to filter down the report, or leave them blank to include everything.' There are two report options, each with a title, a description, and a form with dropdown menus for 'Date' and 'Diet', and a 'Meal' dropdown. At the bottom, there is a banner for '11th Victorian Cuboree 2023' at Gilwell Park, featuring a tree and the text 'OPEN For Adventure!'.

CAKE - CAKE for Unit Leaders x +  
← → ↻ 🔒 https://cake.org.au/index.php 100% ☆ 📄 📌 ☰

CAKE Daily News My Unit Catering Reports

## Unit Catering Reports

Here's some handy reports that will help you feed your Unit. You may like to print these reports before you come to Cuboree, or load them on a device to refer to while you're there. Select a collection date, Diet and/or Meal to filter down the report, or leave them blank to include everything.

A list of all the products you need to pick-up each day from Subcamp.

Date

Diet

All the products you need for each meal, the quantity allowed per person, and which diets what ingredients are for.

Date

Diet

Meal

11th Victorian Cuboree 2023  
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# TIME FOR A BREAK!



**For Adventure!**

# Cuboree 2023

## STAY WARM & DRY AND SLEEP WELL

Our very own Scout Shop has the best gear at the lowest prices for **Cuboree**

SNOWGUM  
VAPORTEC® FOOTWEAR  
Cooper Waterproof  
Boot  
RRP \$179.95  
**only \$99.95**



save  
**\$80**

SNOWGUM ADVENTURE GEAR  
Easy Fold Camp Stretcher  
RRP \$149.95 **only \$99.95**



save  
**\$50**



save  
**\$60**

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Leichardt Sleeping Bag  
Good to -5°C  
RRP \$179.95  
**only \$119.95**  
Also available, Microfibre Inner Sheet  
RRP \$59.95 **only \$34.95**



save  
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SNOWGUM ADVENTURE  
Vulcan  
LED Headtorch  
RRP \$29.95  
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save  
**\$12**

SEA-TO-SUMMIT CAMPING SET  
Delta 3 Piece Set  
Plate, bowl, mug and cutlery  
in mesh bag.  
RRP \$49.95  
**only \$34.95**

save  
**\$15**



SNOWGUM ADVENTURE GEAR  
Large Wheeled Duffle  
76cm L x 42cm W x 31cm H  
Capacity: 90 Litres  
RRP \$199.95  
**only \$119.95**



save  
**\$80**



save  
**\$110**

SNOWGUM VAPORTEC®  
100% WATERPROOF JACKETS  
Cloudburst or Cloudscape  
Sizes: Kids 8 to 5XL  
RRP \$229.95  
**only \$119.95**



save  
**\$110**

AVAILABLE ONLINE AT  **ScoutShop.com.au** OR VISIT IN-STORE AT

SNOWGUM - 702 DANDENONG ROAD, OAKLEIGH EAST OPEN 10-5 7 DAYS A WEEK

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**LEADERS HANDBOOK**



**THE BIG BITE**



**DETAILED MENU**



**INGREDIENTS LIST**



**HEALTH & WELLBEING  
HANDBOOK**

27/8/2023



**SITE MAP**



**FACEBOOK PAGE**



**For Adventure!**

# Emergency Management Centre (EMC)

Mathew McKernan



# Emergency Management

- Emergency Management Centre (24/7 operation) on site
- EMC will scale to respond to incidents, handling coordination and response to emergencies
- EMC is centered on real-time-data, schedules and daily plans with liaison officers identifying trends of concern
- Responsible for dispatching resources to incidents and handling escalation

## On Site Resources

- Police Scouters, Security Team and Fire Team supporting the event 24/7

## Agency Engagement

- We are working with Police, SES, CFA and Ambulance Victoria
- Victoria Police present at the event



**For Adventure!**

# Emergency Management



**For Adventure!**



# Unit Akela Information & Notifications

- Critical information (e.g. Weather Alerts) or other incident information will be sent via SMS to Unit Akelas
- There is a 24/7 Emergency Number for assistance for any emergency:
  - Medical/First Aid
  - Police Scouters
  - Fire
  - Urgent Welfare/Child Safety
  - Urgent Site Issues – such as broken water pipes, failed sewer etc.

This Emergency Number is for use by anyone on site or registered as a participant/adult at Cuboree – it is **not** to be given to parents at home.



**For Adventure!**

# Emergency Management Centre

**(03) 5967 8855**

10:00, 23rd September 2023

until

23:59 29th September 2023



**For Adventure!**

# People & Wellbeing

Bronwyn Mepstead



**For Adventure!**

# The Team

**Director:** Bronwyn Mepstead  
**Assistant Director:** Adele Mepstead  
**Assistant Director:** Ceri Braithwaite  
**Administration:** Rachel Byron

## Health & First Aid:

General Manager - Janice Lawlor  
Administration: Jacqui Day  
Frog Hollow Advisor & Support: Lesley Eckfeld (Matron)

- First Aid - Roving and Aid Posts
- Frog Hollow

## Venturer Support:

Assistant Director - Ceri Braithwaite

## Youth & Adult Welfare:

Assistant Director - Adele Mepstead  
Adult Support Liaison: Jan Kerr

- Child Safe
- Care Bear Castle
- Cub Timezone
- Laundry
- Adult Welfare



**For Adventure!**



# Child Safe Scouting

Scouts Victoria is a Child Safe organisation with zero tolerance for any harm, abuse or neglect. We value the diversity of our members, including gender, sexuality, race, religion and ability.

- If anyone is in immediate danger, always contact 000 immediately.
- EMC: 03 5967 8855
- Child Safe Report Line: 1800 870 772
- Posters will be displayed around the site
- All adult non-members providing support at major events have agreed to abide by the Code of Ethics and Code of Conduct. Agreement formed part of the application process for Cuboree and included an acknowledgement that adults who are not members may not be left unsupervised with children.

<https://scoutsvictoria.com.au/media/3887/child-safe-scouting-at-major-events.pdf>



**For Adventure!**

# Youth Welfare

## Support Processes:

- Unit - Allocated Welfare Leader
- Sub-Camp

## During Activity Hours:

- Cub Timezone

Location: Opposite Adult Welfare

Purpose: A short stay quiet area for Cubs, 15-30mins

Requirements:

- Must be signed in & out by Line Leader or Carer
- Line Leader/Carer can attend Adult Wellness & Day Spa



**For Adventure!**

# Care Bear Castle

## Support Processes:

- Unit - Allocated Welfare Leader
- Sub-Camp to refer
- Transport via Health Team and/or Care Bear Buses

## 24/7 Operating Hours:

- Location: DeMolnar Hall, Training Ground
- Purpose: Medical / health issues that require additional support
- Requirements:
  - Referral by Sub-Camp or People & Wellbeing Staff



# Laundry

## Processes:

- Packaged correctly, as per guidelines
- Delivered and returned through Sub-Camp
  - Sub-Camp to advise of timings

## Please Note:

- Every item needs to be named, including socks
- Laundry is only for soiled and/or wet bedding and pyjamas
- Each Unit needs to supply their own spare / replacement sleeping bags or bedding





# Unit Welfare

- Pre-Cuboree Preparation
  - Advise correct personal equipment, e.g. sleeping bags, raincoats, stretchers
- Hygiene Practices
  - Please discuss and supply handwashing practices and sanitising stations
  - Spare bedding and pull-ups/drynights
  - 2am backpack and glow sticks

# Sub-Camp Welfare

- This is your first referral point after initial Unit care
- 24/7 Operating Hours
- Sub-Camp Welfare Staff should be wearing easily identifiable vests/jackets



**For Adventure!**

# Venturer Welfare

- Venturers will be supported by their Activity Team Welfare Support
- All activity teams will have a separate welfare support person
- Venturers will be camping in either their Activity or Service Teams
- Venturers will be treated as adults wherever reasonable
- Unit Council will be conducted in all activity or service teams
- The break-out area will be at Hoadley Hall, near the training ground with organised activities.
  - Hoadley Hall closes at 10pm
  - All Venturers must then return to their campsite
  - No wandering around Cuboree without permission/supervision



**For Adventure!**

# Venturer First Aid and Wellbeing

In the case of medical / health concerns:

- See Unit Venturer Support
- Referral to Frog Hollow, as required
  - Medical Certificate will be issued by treating provider if unable to attend activity or service team
  - This certificate is to be handed to service or activity leader
  - Venturer is then to return to campsite, there will be no wandering around Cuboree if unwell



**For Adventure!**

# Adult Wellness and Day Spa

This is available to all Leaders, Adult Helpers and Rovers. This includes Cooks, Carers etc. Take away tea/coffee facilities will also be available during operating hours. Please make sure you bring your own keep cup.

Location: Opposite Sycamore Lodge

Hours of Operation: 9am to 9pm

## Special Notes

### Birthday Surprise

- This is organised via the People & Wellbeing Team
- Units to pre-arrange other birthday items e.g. balloons & streamers



**For Adventure!**



# Any Questions?

If you have any questions or queries, please don't hesitate to reach out.

No problem is impossible to fix, we are here to support you as Leaders, as well as the youth.

For additional support or guidance please send me an email providing details and I will get back to you.

Email: [welfare@cuboree.com.au](mailto:welfare@cuboree.com.au)



**For Adventure!**

# Health Team

Responsible for:

- Supporting Units to provide care
- Urgent or pre-hospital emergency care

Health care professionals & first aiders

- Advanced First Aid (Medical Support)
- Assistance with complex medical conditions
- 24 Hour MAP (Frog Hollow)
- Roaming First Aiders during program rotations/activities
- First Aid/Welfare - Subcamps



**For Adventure!**

# Basic Health Care / First Aid

- Units are responsible for providing basic care:
  - Basic First Aid
  - Managing pre-existing conditions
  - Assisting youth with medication
  - Venturers are under the care of their service Unit
- **ALL** medications must be documented in Operoo
- Refrigeration – available at Subcamps
- Emergency medication (Adrenaline auto-injectors, puffers etc) must accompany youth




**For Adventure!**

# Operoo

- Every youth member must have a profile
- Must be **CURRENT**
- Unit is responsible for checking accuracy prior to Cuboree

Personal Details for Sam Scout Edit



Edit Photo

Gender	Other
Date of Birth	1 August 2010 - 12 years old
Mobile	0400 000 000
Addr	152 Forster Road, Mount Waverley, Victoria 3149, Australia <a>Map</a>

Share Delete Transfer

# Wellbeing Journal

- Anyone can use the journal to document incidents of concern.
- This may include:
- Behavioural or wellbeing incidents
- Safety incidents, including Child Safety
- First Aid provided.



**For Adventure!**



# Self Care

- Responsible for looking after yourself
- Fatigue
  - Long days, hills/mud, and ↑walking/standing
    - Comfortable shoes & compression socks
    - Pre-event exercise – start it now!
  - Bring a deck chair & keep mug
  - Comfortable bedding
  - Share the night ‘duties’ – ear plugs for everyone else.
- Don’t forget your own medication – pill box
- Laugh, it’s ok ..... actually, it’s vital!

## Cuboree Health & Wellbeing Guidance

supplement on Cuboree Resources webpage



**For Adventure!**

# Joey Scouts Hop into Cuboree

Adrian Newman

Joey Scout Day Manager



# Joey Scouts Hop into Cuboree

- Wednesday, September 27<sup>th</sup>
- 500+ Joey Scouts, Leaders and Adult Helpers visiting Cuboree
- Designed as a taste of Cub Scouts for Joey Scouts
- All transported to Gilwell Park by bus (no private travel)
- Arriving 10:00am, Departing 2:30pm (approximate times)
- Structured activities for Joey Patrols, including Scavenger Hunt
- Welcome Joey Patrols into your Unit Campsites.
- As always, “Don’t feed the Joeys”





# Scout Heritage Victoria

Peter Datson / Heather Gordon





# Swap Badges for Sale

- Available for Cub Scouts & Leaders
- Packs of 10 Badges for \$5
  - Great for your own camp blanket or as swap badges
- Cash and card payment available
- Sale Times:
  - Tuesday 26<sup>th</sup> to Thursday 28<sup>th</sup>
  - Opening Hours: 10am – 5pm
  - Location: Near Cherry Lane



**For Adventure!**

# Activities

## Cuboree 11, Where my Adventure Begins

Lucy Hubbard



**For Adventure!**

# The Adventure of Cuboree 11

## VERTICAL ADVENTURE

Climb, scale, slide, and tower over Gilwell on an adventure high up in the sky

## OUTBACK ADVENTURE

Slide, crawl, and jump through this adventure. It is time to put your adventure skills to the test to see if you can survive the muddy outback



**For Adventure!**

# The Adventure of Cuboree 11

## JUNGLE ADVENTURE

Can you survive the jungle? Build, explore, travel and take a closer look as you make your way through the jungle

## THEATRE ADVENTURE

Dance your way through this adventure and see if you can make your Akela roll around laughing with your Unit's comedy show



**For Adventure!**



# The Adventure of Cuboree 11

## SCOUT AND BEYOND

Learn what it is like to be a Scout and put those bushcraft skills to the test

## SAFARI ADVENTURE

Travel through the safari to learn about creatures large and small



# The Adventure of Cuboree 11

## NEON ADVENTURE

Bright lights and flying rockets in the sky. See colour changes come to life and travel through the neon adventure

## CHERRY LANE

Chill and relax in Cherry Lane, create a memory that will live on forever



# The Night Adventure

## CHERRY LANE

Walk down to Cherry Lane and explore the magic of Gilwell at night

## GUNYAHS

In the darkness of the night, enter the adventure of the Gunyahs. See if your Unit can conquer the quest of the night



**For Adventure!**

# Booking your Unit's Night Adventure

## GUNYAHS

There are 4 Gunyahs to choose from

- Colour
- Hoop Troop
- Radio
- Kub Cars

Over the course of your Unit's Adventure, you can participate in one Gunyah. There is a QR Code booking system for Akelas to book a session!



**For Adventure!**



# What Cubs Need on Their Adventure

- Hat
- Sunscreen
- Snack
- Water Bottle
- Pen / Pencil
- Personal First Aid Kit
- Hand Sanitiser
- Raincoat
- Change of Clothes
- Rubbish Bag



# My Passport



**11th Victorian Cuboree 2023**  
**OPEN**  
Gilwell Park

**For Adventure!**

**MY PASSPORT**

**NAME:**

**UNIT:**

Each Cub Scout will have their own passport to keep track of their adventure.

They can be stamped along the way.



# Activities Support

**We need your support to make sure everyone is having FUN!**

**Without the help of our Activities Team, the Cubs would not be able to go along on this great adventure. When you leave an activity, please remember to say thank you.**



**For Adventure!**

# Adventure Time

For each adventure, you will have 3 hours to explore and learn.

Morning Session	9 am	-	12 pm
Lunch is	12 pm	-	1 pm
Afternoon Session	1 pm	-	4 pm
Night Adventure	7:30 pm	-	9 pm



**For Adventure!**



# Handy Hints

Cubs will get messy and cold on their adventure.

Outback Adventure has lots and lots of mud!

Please make sure to remind parents to pack a special adventure outfit for this activity.

**This outfit may not come home.**

Make sure they have 2 spare garbage bags in their explorer bag on this day.

There are some flashing lights and loud noise.

Each base will have a comfy space for the adventurers who become overwhelmed on their journey.



# Achievement Pathways

Nikki Coffey



# What can I achieve? Cub Scouts

- Up to 3 Milestone steps
  - 1 x Personal Growth
  - 1 x Outdoors
  - 1 x Community

Unit Councils at Cuboree can determine if any of these should be an Assist or Lead for individuals.

- SIAs – Cub Scouts may have already started some projects in the lead up to Cuboree (see Cuboree Resources web page) or they might after trying some of the activities [*Suggestion: bring some templates*].
- OAS – List will be provided for download.



**For Adventure!**



**LEADERS HANDBOOK**



**THE BIG BITE**



**DETAILED MENU**



**INGREDIENTS LIST**



**HEALTH & WELLBEING  
HANDBOOK**

27/8/2023



**SITE MAP**



**FACEBOOK PAGE**



**For Adventure!**



# Thank You & Questions

Peter Coffey



**For Adventure!**

# Cuboree 2023

## STAY WARM & DRY AND SLEEP WELL

Our very own Scout Shop has the best gear at the lowest prices for **Cuboree**

SNOWGUM  
VAPORTEC® FOOTWEAR  
Cooper Waterproof  
Boot  
RRP \$179.95  
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save  
\$80

SNOWGUM ADVENTURE GEAR  
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Leichardt Sleeping Bag  
Good to -5°C  
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save  
\$110

SNOWGUM VAPORTEC®  
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Cloudburst or Cloudscape  
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