



## Information for group leaders and guests

### **After hours contact details:**

5459 5600 Option 3  
OR 0439 278 115
















**Emergency: 000**

13 Mari Street  
Alexandra Headland  
Queensland 4572  
P: 07 5459 5600

E: [info@alexpark.com.au](mailto:info@alexpark.com.au)  
W: [www.alexpark.com.au](http://www.alexpark.com.au)

## CAMP CHECKLIST

a guide to responses that you or we may require

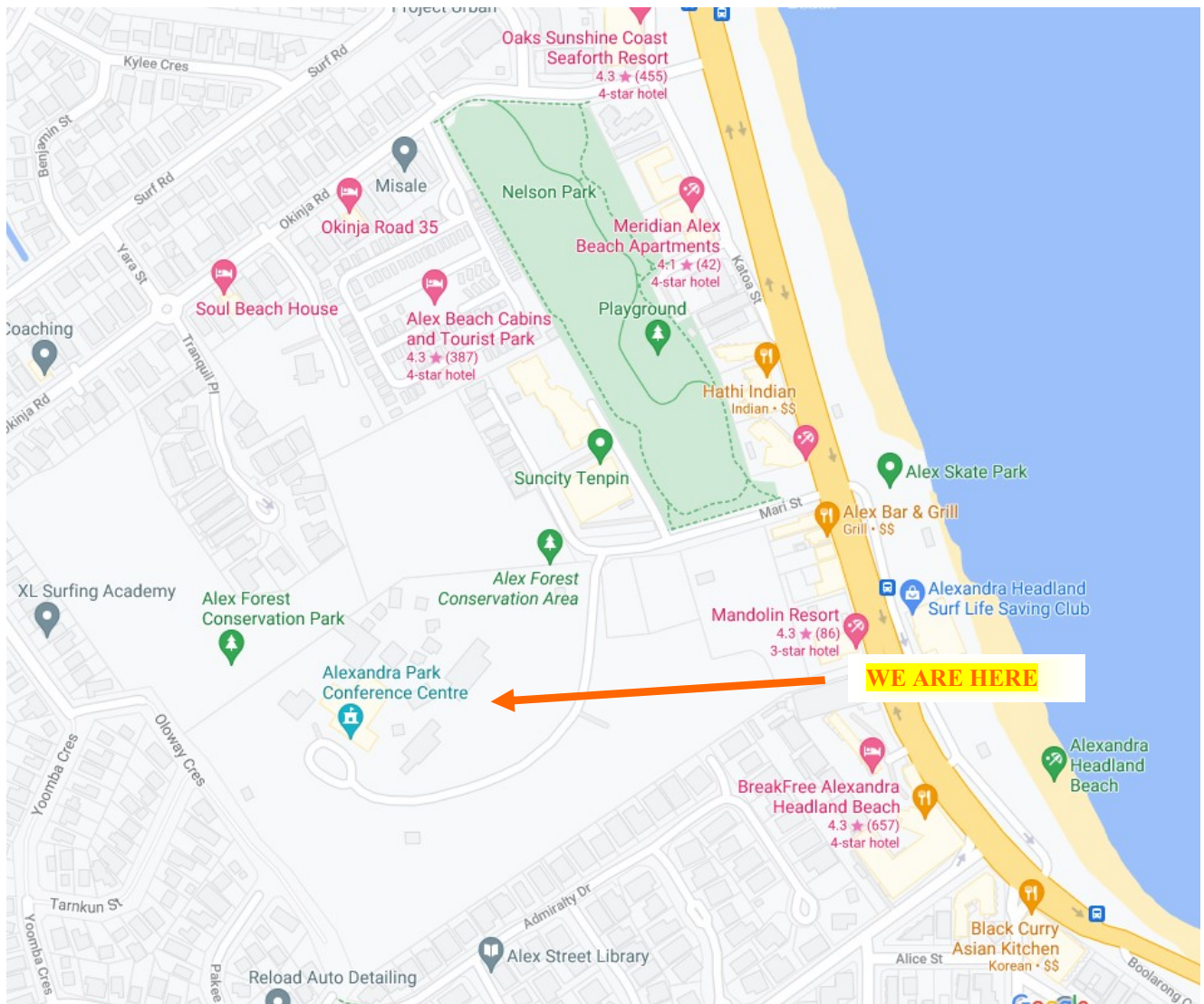
-  Accept the Booking application form via online link and make payment of the first deposit
-  Notify us if the contact person for your booking changes in writing
-  Notify us if your address or phone numbers change in writing
-  **16 weeks out** - return the confirmation we send you online + pay second deposit (10%)
-  Provide us with your certificate of public liability insurance valued at least \$5,000,000
-  **4 weeks out** - pay third deposit (40%)
-  **2 weeks out – Ensure Upload of Registrants into Booking Portal via link provided is completed**
-  **2 weeks out** - review leaders' guide and checklist for duty of care
-  Check audio/lighting equipment coming to camp complies with Conditions of Hire
-  **2 weeks out – Ensure Diets are completed in Booking Portal via link we provide + send a copy of your camp program thru by email to confirm mealtimes + pool bookings**
-  On arrival participate in a **FULL GROUP briefing** regarding safety + mealtimes, provide a complete list of names of people in your overnight group if not completed in the Booking Portal
-  After safety briefing sign out keys with reception
-  Enjoy your time at Alexandra Park Conference Centre! Post your photos to social media and tag us please 😊
-  On Departure, rebook for your next camp
-  Complete our feedback survey

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### HOW TO FIND US :

- When travelling from Brisbane take the Sunshine Motorway turnoff
- Follow Motorway (about 16km). Follow exit toward Maroochydore. **DO NOT GO TO MOOLOOLABA.**
- Take the Alexandra Headland off ramp, keep to the right once on ramp, turn right at lights
- Travel straight ahead, turn left at Mayfield St, through to Alexandra Parade, turn left.
- Our entrance is in Mari Street on the left at traffic lights adjacent to Alexandra Headland skate park
- [Link to map](#)



August 2023

Dear Leader,

We are pleased that you have booked with us at **Alexandra Park Conference Centre**. You and your group are valued guests of our centre, and we encourage you to make full use of the facility and environment during your stay.

We aim to provide quality service to make your experience meaningful and memorable. Essentially, we aim to please if we can. So, if there is anything that you or your group require, please ask.

This Leaders' Kit provides you with a checklist and necessary information you may require leading up to and while staying with us. Page 15 features a list of contact phone numbers should you require help during your stay.

We trust that you will have a safe and enjoyable time.

Manager and Staff

**Alexandra Park Conference Centre**

## FAQ - A → Z

### **ACCESSIBILITY – What are your accessibility features?**

Certain rooms shown on the floor plans have wheelchair access and three bathrooms are also all access. We also have two all access public toilets. Wheelchair access to auditoriums may require low ramps that we can provide on request.

### **ACCOMMODATION - when is it ready?**

Accommodation is available on the day of arrival by 2:00pm, or on completion of cleaning. Guests are requested to vacate all accommodation bedrooms on the day of departure, before their first session after breakfast, no later than 10am.

Accommodation areas are to be kept neat and tidy. For safety reasons, exits and pathways must remain clear of personal belongings at all times.

### **AIR CONDITIONING – keeping you cool**

Air Conditioning is provided in all meeting rooms, dining rooms and accommodation. Please ensure that it is turned off when the rooms are vacant.

### **AFTER HOURS CONTACT - who do we call?**

Our overnight caretaker can be reached by contacting the after-hours number 5459 5600 option 3 or 0439 278 115. A list of other contact numbers is provided on page 15 of this booklet.

### **ALCOHOL – can we bring any?**

The Alexandra Park Conference Centre is a NO Alcohol site. However in some cases special permission may be given subject to prior approval and compliance with Uniting Church policy on use of alcohol.

### **ALEXANDRA HEADLAND BEACH - is it patrolled?**

Alexandra Headland Surf Life Saving Club patrols between the flags on the beach in all weather during daytime hours. No permit is required from them or council, however a courtesy phone call to the club can assist their roster if you have large numbers that are on the beach. 07 5456 7801 (switch).

### **BAGS/LUGGAGE/PORTS - where do we put them?**

On your arrival an area will be allocated for your bags and luggage until your rooms are ready. On your departure bags and luggage may be left in an area nominated by us until you leave.

### **BREAKAGE AND DAMAGE - who do we tell?**

Breakage and damage to buildings, furniture and/or equipment will be invoiced to your account within 14 days. Please report any such occurrences to reception staff to ensure this is not incorrectly charged.

### **BUNK BEDS - what do you suggest?**

Most beds in our centre are bunk style and suitable for adults and older children. It is strongly suggested that young children up to 9 years, bed wetters, sleepwalkers, and the aged do not use the top bunk. Lower bed only arrangements are possible at a higher cost; please ask for twin share rate.

### **CANDLES – can we use them?**

Candles are not permitted at our site either indoors or outdoors. We suggest you use battery candles for your ceremony. Speak to the Reception Team if you have any questions.

### **CONDITIONS OF HIRE - what is our agreement?**

The Conditions of Hire are listed on your Booking application form. This is the contract between yourself and us. A copy of these conditions is also provided on pages 17-18 of this booklet.

**BEHAVIOUR ON SITE- what is appropriate?**

It is likely that other guests will share the facility while your group is with us. Guests are expected to consider the needs of other guests at all times.

**CONFERENCE ROOM – what do we get?**

Conference room/s appropriate to your group size will be allocated for your use, however you may be shifted if an allocated conference room is not available at the time of your arrival. In this case an alternative room will be made available until the allocated room is vacant.

**DEPOSITS AND GST - how does it work?**

We collect multiple deposits before camp. Each deposit pays GST which is included on the final invoice. Invoices can not be altered once issued and the difference will be calculated in the Final Invoice.

**DOUBLE ADAPTORS – what can we use?**

Double adaptors and piggy backing of power leads is prohibited. If you bring power boards an integral overload switch is mandatory.

**DUTIES - what are they?**

Meal and departure duties are a characteristic of camp environments. At Alexandra Park we have continued this tradition since 1946. Should you wish to pay to exclude duties you can do so by advising us up to 7 days before camp. A list of standard duties is included in this folder on page 16.

**Children with extreme food allergy must not be rostered on meal duty.**

**ELECTRICAL – What is required?**

All cables associated with professional audio & lighting equipment should be inspected before use on our site and comply with Electrical Safety Regulation 2013 (s112).

**EMERGENCY RESPONSE PLAN – where can we find it?**

Alexandra Park Conference Centre has an *Emergency Response Plan* available on request.

**EVACUATION / FIRE PROCEDURES– what do we do?**

The fire evacuation procedure for the centre is included in this folder and is displayed in various rooms around the centre. A group briefing is conducted on arrival and the Group Leader is to appoint staff members to act as evacuation supervisors.

**FIRST AID - who do I talk to?**

Your First Aid is the responsibility of your group. Each group attends to their own first aid needs with their own first aid kit.

**FLORA & FAUNA - take care**

Pets are not permitted on the property. Please do not disturb the environment and those who call it home - some of the wildlife is protected. Enjoy the gardens and grounds and leave them tidy.

**GROUP NUMBERS - how do we let you know?**

Total overnight accommodation numbers are fixed 4 months from your camp. If numbers reduce, then allocated beds will be reduced, or we may apply a higher tariff.

Total catering numbers are due 14 days from your camp and do not reduce the total number that we use for charges. Here you can set the number of day visitors and mealtime variations if any.

**HAZARD INCIDENT / ACCIDENT REPORTING – who do we tell?**

Groups are encouraged to report any hazards to Centre Management. A copy of a Hazard Report Form is available from Reception.

Groups are requested to report all incidents and accidents to Centre Management.

**LINEN - what do we need to bring?**

All beds are supplied with a pillow (no case) and a blanket. We do not supply towels, linen, or a pillowcase. These are available for hire, but you must request them before you arrive. Two sets of linen are provided in leader rooms at no additional cost.

**LOST PROPERTY – what if we leave something behind?**

Any lost property found on site may be held for 30 days. It is the responsibility of the owner to contact us to arrange for discovery and return of lost property. Costs for delivery of return items will be at the owner's expense (C.O.D not permitted). After 30 days items are donated to charity for re-distribution.

Personal items and toiletries are discarded after your departure for hygiene reasons.

**MEALS - when are they?**

Guests are expected to be on time for meals. If your group will be late for a meal, it is requested that kitchen staff be informed at least two hours early, so meals can be delayed safely and appropriately.

Standard meal times are as follows, however they can be adjusted slightly as necessary:

**Breakfast** - 7:30am, **Lunch** - 12:30pm, **Dinner** - 6:00pm

**NOISE – are there any restrictions?**

Noise is to be kept to a minimum before 7:00am and after 10:00pm to comply with Queensland government legislation. [Environmental Protection and Other Legislation Amendment Act 2008]

**OUT OF BOUNDS - are there restricted areas?**

The area behind our main building including gas tanks and workshops is out of bounds for all guests and visitors. Any accommodation not allocated to your group is also out of bounds.

**PAYMENT – final invoice**

A tax invoice will be provided to the group after departure. Groups are requested to pay within 7 days.

**POOL – when can we swim?**

Pool is available for use during daylight hours. Exclusive use of the pool is available for up to 1.5 hours each day and must be booked before you arrive. At other times use of the pool is on a shared basis and accessed by key only. Adult supervision is always required when your group is using the pool, and pool safety and first aid is the responsibility of your group leaders. Lifeguard supervision can be arranged on request.

**FUTURE BOOKINGS – when can we book our next camp?**

To avoid disappointment groups are encouraged to rebook before departure. Bookings can be accepted up to two calendar years ahead.

**ROPES COURSE – can we use this activity?**

The high ropes course on site is available for hire and we can arrange our accredited contractor Sports Tuition to facilitate your group on this activity. A brief summary is provided at the end of this information pack.

**SAFETY -who is responsible?**

Guest safety is the responsibility of our staff and your group leaders. It is essential that group leaders read and understand the safety guidelines contained in this folder and that this information is conveyed to all members of your group.

**SECURITY - do we lock up?**

Security of personal items is always the responsibility of guests. Doors to accommodation and meeting areas should be locked when unattended for security and to keep the local wildlife out. Security Guards patrol through our Centre at intervals through the night and you may find the gate at the entrance closed, but not locked. We can arrange on-site security for your camp at your cost.



**SKATEBOARDS – what can we bring?**

**Skateboards, Scooters, ripsticks etc are a significant safety risk** and as such are totally prohibited from use on our property.

**SMOKING- where can we go?**

Smoking is not permitted on the premises other than in the designated smoking area. Please contact reception for information on the designated smoking area.

Do you have any questions not listed here?

Please reach out to our friendly team for further information.



FLOOR PLAN

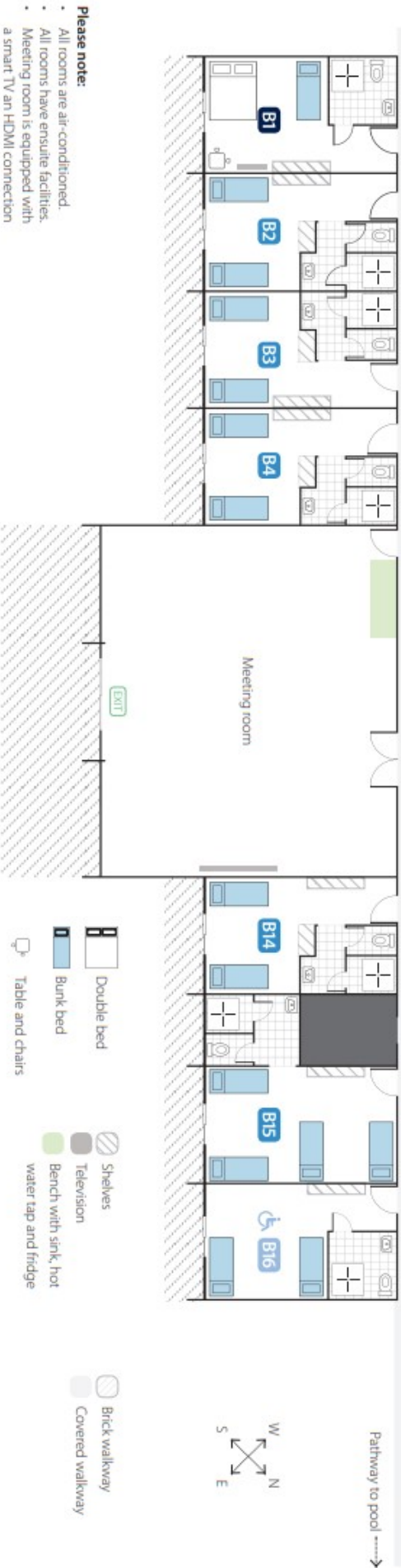
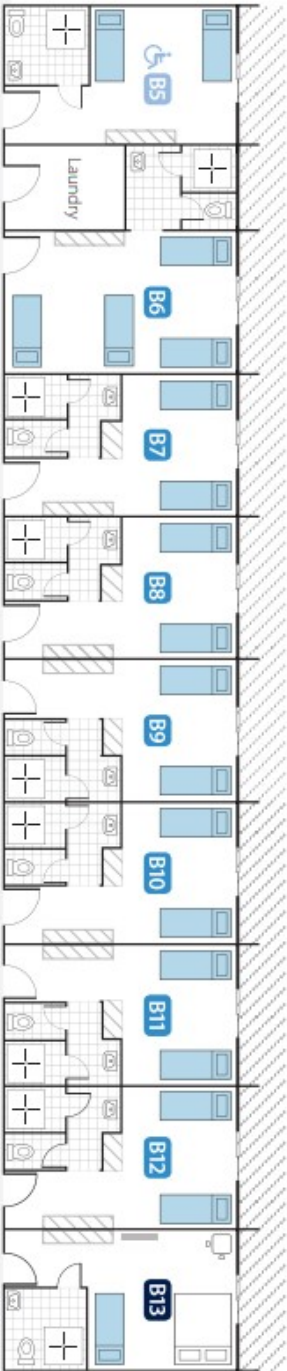
Acacia

Room type	Beds	Capacity	Rooms
Regular	4	8	8
4 bunk beds			
Large	12	12	2
6 bunk beds			
Leaders	3	4	2
1 double and 1 bunk bed			
<b>Total capacity</b>	<b>94</b>	<b>96</b>	<b>12</b>



FLOOR PLAN  
Banksia

Room type	Beds	Capacity	Rooms
Regular 2 bunk beds	4	4	10
Large 4 bunk beds	8	8	2
Accessible 2 bunk beds	4	4	2
Leaders 1 double and 1 bunk bed	3	4	2
Total capacity	70	72	16



- Please note:**
- All rooms are air-conditioned.
  - All rooms have ensuite facilities.
  - Meeting room is equipped with a smart TV an HDMI connection

- Double bed
- Bunk bed
- Table and chairs
- Glass sliding door
- Shelves
- Television
- Bench with sink, hot water tap and fridge
- Brick walkway
- Covered walkway



Pathway to pool →



FLOOR PLAN  
Pandanus



Room type	Beds	Capacity	Rooms
Regular 1 double and 2 bunk bed	5	6	5
Accessible 1 double and 2 bunk bed	5	6	1
Total capacity 36	30	36	6

**Please note:**

- All rooms are air-conditioned.
- All rooms have ensuite facilities.



Alexandra Park  
CONFERENCE CENTRE

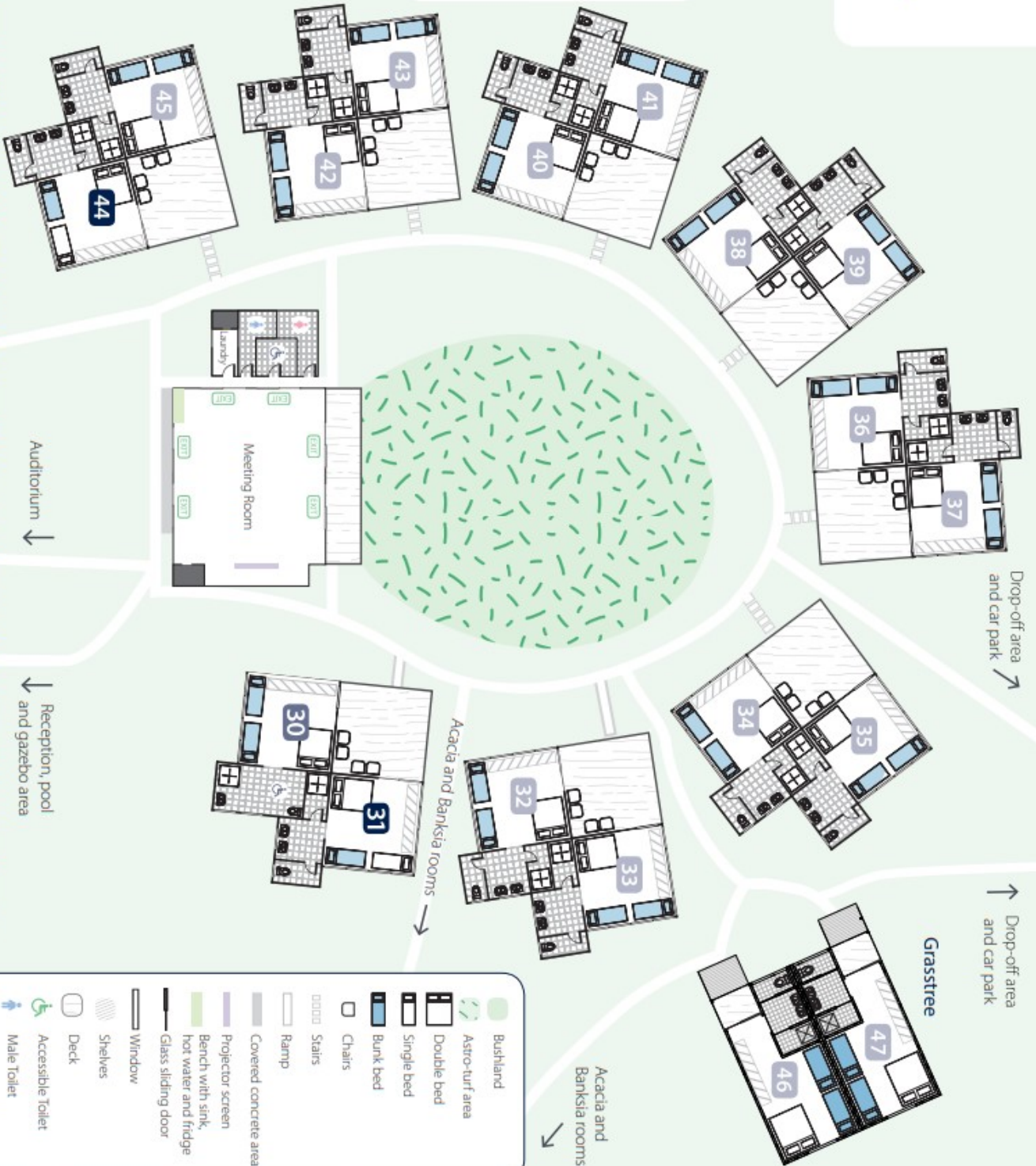
BUNGALOW  
SITE MAP

Room type	Beds	Capacity	Rooms
Regular 1 double and 2 bunk beds	5	6	13
Accessible 1 double and 2 bunk beds	5	6	1
Leaders 1 double, 1 bunk and 1 single bed	4	6	2
Total capacity	78	94	16

Grasstree Room type	Beds	Capacity	Rooms
Regular 1 double and 2 bunk beds	5	6	2
Total capacity	10	12	2



**Please note:**  
• All rooms are equipped  
with air-conditioning



13 Mari Street, Alexandra Headland QLD 4572 | PO Box 705, Cotton Tree QLD 4558 | 1300 789 192 | [info@alexpark.com.au](mailto:info@alexpark.com.au) | [alexpark.com.au](http://alexpark.com.au)

## CONTACTS

<p style="text-align: center;"><b>AFTER HOURS CONTACT</b></p> <p style="text-align: center;"><b>Phone:</b>  <b>5459 5600 (option 3 – Duty Manager)</b>  <b>0439 278 115</b>            (Call only - text messages not available)</p>	
<p style="text-align: center;"><b>CENTRE MANAGER</b>  <b>EMERGENCY ONLY</b></p> <p style="text-align: center;">0438 441 868            Danny Salzke</p>	<p style="text-align: center;"><b>AMBULANCE, POLICE,            FIRE BRIGADE</b></p> <p style="text-align: center;"><b>000</b></p>
<p style="text-align: center;"><b>Sunshine Coast University            Public Hospital</b></p> <p style="text-align: center;">3 Doherty Street, BIRTINYA</p> <p style="text-align: center;"><b>5390 6000</b></p>	<p style="text-align: center;"><b>Buderim Private Hospital</b></p> <p style="text-align: center;">12 Elsa Wilson Dr, BUDERIM</p> <p style="text-align: center;"><b>5430 3303</b></p>
<p style="text-align: center;"><b>DOCTORS</b></p> <p style="text-align: center;">Medicine on Second            50 Second Avenue            MAROOCHYDORE            (Weekdays, Saturday mornings)</p> <p style="text-align: center;"><b>5443 9455</b></p>	<p style="text-align: center;"><b>DOCTORS</b></p> <p style="text-align: center;">Maroochydore Medical Centre            150 Horton Parade            MAROOCHYDORE</p> <p style="text-align: center;"><b>5376 1500</b></p>
<p style="text-align: center;"><b>DOCTORS</b></p> <p style="text-align: center;">Ochre Medical Centre            9 Ochre Way            SIPPY DOWNS</p> <p style="text-align: center;"><b>5373 0700</b></p>	<p style="text-align: center;"><b>DOCTORS</b></p> <p style="text-align: center;">Cotton Tree Plaza Medical Centre            Cnr King St &amp; Memorial Ave            COTTON TREE            (Weekdays, Saturday morning)</p> <p style="text-align: center;"><b>5443 3768</b></p>
<p style="text-align: center;"><b>AFTER HOURS DOCTOR            (non-critical cases only)</b></p> <p style="text-align: center;"><b>13 SICK</b>  <b>13 7425</b></p>	<p style="text-align: center;"><b>QUEENSLAND SECURITY</b></p> <p style="text-align: center;"><b>0403 097 161</b></p>

## IN RESIDENCE GROUP DUTIES

### DAILY DUTIES

- Tidy dining room and accommodation areas and pick up rubbish
- Empty bedroom rubbish bins in outside bin
- Lock all main building exterior doors prior to bed each night

### MEAL DUTIES

#### **CHILDREN WITH EXTREME FOOD ALLERGY MUST NOT BE ROSTERED ON MEAL DUTY**

- Clear and sanitise tables after the meal
- Vacuum debris off the floor

### DEPARTURE DUTIES

- As per daily duties
- Tidy meeting room and activity areas
- Vacuum/sweep floor of bedrooms (remove sand)
- Empty room bins in main bin outside
- Turn off lights
- Lock all windows and doors
- Turn off air conditioners
- All keys and equipment to be returned to reception

Groups can choose to exclude themselves from these duties for a fee.



## CONDITIONS OF HIRE

### 1. BOOKINGS:

We generally accept confirmed bookings up to two years in advance and whilst priority is given to repeat bookings for the same group and days within the same week/s of the Qld school calendar, we reserve the right to prioritise, accept or decline any booking. We do not accept tentative bookings. We do not hold dates for clients unless bookings are confirmed by us receiving your signed booking agreement form and deposit payment within 14 days of us supplying you our booking form and deposit invoice. In the unlikely event that Alexandra Park Conference Centre (APCC) initiates a cancellation of your booking, we will provide a full refund of any monies paid except if you are in serious breach of these Conditions of Hire, our hire agreement, or you commit a serious offence, or we are legally required to cancel your booking – in which case all hire fees are payable.

### 2. FINAL ACCOMMODATION NUMBERS & CANCELLATION POLICY:

- 2.1 Our Minimum Invoice Charge per booking is 90% of total numbers booked, either as indicated on your application form, or in response to our letter 22 weeks before your scheduled arrival date; except where the booking is for whole of site accommodation (min 275 full time guests) the charge is the stated minimum number of persons.
- 2.2 Site facility use is on a shared basis unless specifically agreed otherwise. We reserve the right to substitute like for like, allow, decline, limit or schedule use of any part of the facility without affect to our charges and does not give you the right to cancel.
- 2.3 Cancellation more than 120 days (four months) from the booked arrival date, the booking deposit is non-refundable.
- 2.4 Cancellation four months or less from the booked arrival date incurs a cancellation fee of our minimum invoice charge for the original booking. Should a substitute booking to the same or higher value replace your stay, the cancellation invoice will be reduced by the value of that substitute booking, up to the value of the cancellation invoice less the deposit or \$200.00, whichever is greater.
- 2.5 Infants are not included in total numbers booked in terms of these conditions.

### 3. DEPOSIT & ACCOUNT PAYMENT:

- 3.1 Invoices will be issued, and payments are due within 7 days. If a deposit remains unpaid the booking may be cancelled.
- 3.2 For existing clients, a booking deposit of \$200.00 is payable for bookings made more than four months in advance. For new clients a booking deposit of 10% or \$200.00, whichever is greater, is payable. For all clients: a booking of 10% or \$200.00, whichever is greater, is payable for bookings made less than four months in advance; or 50% for bookings made less than 4 weeks in advance. APCC reserves the right to require additional deposit amounts for your booking.
- 3.3 A second deposit of 10% of the estimated final invoice value is due for payment 20 weeks (140 days) prior to arrival
- 3.4 A third deposit equivalent to 40% of the estimated final invoice value is due for payment 4 weeks (28 days) prior to arrival.
- 3.5 A tax invoice less deposits will be issued prior to your departure. This is based on the number of accommodated guests, or 80% of total number booked, or stated number of persons, whichever is greater. Payment is required within 7 days. A late payment fee of 5% per seven (7) day period may be applied to late payments.

### 4. LEADERS RESPONSIBILITY:

Group leaders retain the responsibility for managing their groups behaviour & safety whilst staying at APCC regardless of the activity. The management of APCC reserves the right to ask any person who does not comply with reasonable directions or our rules to leave the property - no refunds apply. You are responsible to ensure all your group members attend a safety briefing.

### 5. OTHER CONDITIONS: *(Please advise all of your group & responsible persons of these conditions)*

- 5.1 **Accommodation numbers:** Final accommodation numbers are fixed at the time of application, and by your response to our 22 week letter. Rooms are provided at a multi share price for 90% of allocated available beds occupied. If numbers reduce then a reduced number of rooms, or a higher price will apply. Minimum chargeable number is 50 persons, unless agreed.
- 5.2 **Alcohol / drugs:** Alcohol is only permitted onsite with our written approval, which must be requested < 21 days prior. Approval is subject to our policy on alcohol consumption & other considerations. Non-prescribed drugs are not permitted. Bookings are not contingent on us allowing alcohol onsite.
- 5.3 **Beds and Bedding:** We do not supply towels or sheets. These items can be hired with prior notice. We do supply one blanket & pillow per bed. The majority of our beds are bunks and comply with the current Qld Regulation. Group leaders are reminded that younger children 9yrs and under, sleepwalkers and those with health issues should not use upper bunks.
- 5.4 **Catering, final numbers:** Final catering numbers are required at least 14 days prior to the booked arrival date.
- 5.5 **Catering, self-catering:** Self -catering is not permitted at APCC as a rule.
- 5.6 **Check out / Check in:** Departing groups are required to vacate accommodation by 10:00am unless informed otherwise and are required to vacate meeting room/s by the agreed time. Groups arriving may occupy their rooms after 2:00pm unless negotiated otherwise in advance. We reserve the right to specify arrival and departure times and check in and out times.
- 5.7 **Cleaning:** All areas, including accommodation rooms, dining, conference and activity areas occupied by your group are to be kept tidy for the duration of your stay and cleaned upon departure. Groups may pay a fee at the time of booking, not to clean on departure. Dining room duties apply to your group, this includes **for every meal:** Plate return, floor & table cleaning. Groups who elect not to complete dining room duties attract a "no duties" fee.
- 5.8 **Electrical:** All your portable electrical equipment, cords etc must be tested & tagged & comply with laws & standards.
- 5.9 **Fire Safety and Prevention:** Naked flames, candles (including for religious ceremony) & fires are not permitted on our property, please contact us for solutions. Reverse cycle AC is installed, no heaters please. You are your groups fire warden.
- 5.10 **First Aid:** First Aid is your own responsibility. Groups must provide their own equipped First Aid Kit and personnel.
- 5.11 **Food allergies:** As we operate as an "allergy aware" environment please ask before you bring any food or drink on site.

## CONDITIONS OF HIRE Cont..

- 5.12 **Insurance:** Your public liability insurance certificate of currency for a minimum \$5,000,000 is to be provided at booking.
- 5.13 **Pet Animals:** Pets are not permitted on APCC's property at all. We may approve registered assistance animals.
- 5.14 **Personal Items:** APCC isn't responsible for your items, equipment or vehicles brought to APCC.
- 5.15 **Noise:** All noise must be kept to a minimum on all days between 10.00pm and 7.00am and in compliance with any laws.
- 5.16 **Pool Use:** To minimise noise and maintain safety the pool is available for use in daylight hours.  
Exclusive use of the pool is available for up to 1½ hrs each day and must be booked prior to your arrival. At other times your use of the pool is on a shared basis, unless reserved by another group. Group leaders are issued a pool access key and are responsible for their group's safety and supervision. We do not provide lifeguards unless pre-arranged, fees apply.
- 5.17 **Property use, damage and loss:** Any damage or breakage must be reported to Alexandra Park staff immediately. Any damages, breakages or losses of anything will be invoiced to your group. You may only use areas & rooms we designate.
- 5.18 **Security:** Security of your people and things is your responsibility. Additional security services can be arranged for a fee.
- 5.19 **Smoking:** Smoking is only permitted in designated areas & is not permitted in or within 10 metres of any building.
- 5.20 **Disclaimer:** The owners and staff of APCC disclaim all liability except to the extent such liability arises from the negligent or willful acts or omissions of the owners of APCC or its agents or employees.



## EVACUATION PROCEDURE

### In case of **FIRE** -

Leave through the nearest **EXIT** and assemble on the playing field.

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- If you hear the smoke alarms operating, alert other occupants and ascertain if there is a fire present. If no fire is found await further instructions.
- If instructed to do so, or when sirens and evacuation orders are given through the PA system, evacuate the building. Follow the **EXIT** sign to locate the emergency exit and proceed to the playing fields by the safest route.
- If you see **SMOKE** or **FLAMES** or smell **ANYTHING BURNING THAT COULD BE A FIRE**, and the smoke alarms have not operated, raise the alarm immediately.
- In the case of **FIRE**, alert other occupants and telephone **000**  
*(some mobile phones do not access 000 – try 112 or check with your service provider)*
- Give an accurate location (see below) and a clear description of the incident.

Alexandra Park Conference Centre  
13 Mari Street  
Alexandra Headland

- If safe, close any windows and doors to confine the fire.
- If you are unable to evacuate, **STAY IN YOUR ROOM**. if you can safely access a telephone **CALL EMERGENCY SERVICES** and give accurate information regarding your location. If unable to safely evacuate through the window, **SIGNAL YOUR PRESENCE AT THE WINDOW** and then **WAIT FOR ARRIVAL OF EMERGENCY SERVICES**.
- Calmly follow instructions given by the attending emergency services.

## **WORKPLACE HEALTH AND SAFETY**

We are committed to providing a safe and healthy environment for all employees, guests and visitors across all types of activities conducted within **Alexandra Park Conference Centre**. We will strive for the highest possible safety standards in both operational and administrative activities by ensuring that our WH&S policy is implemented and that all employees, guests and visitors are aware of their responsibilities within the framework of the Workplace Health and Safety Act - 2011.

A copy of our WH&S Policy is available by contacting our reception staff, or the duty manager.

## **CHILD, YOUTH AND PROTECTION**

Alexandra Park Conference Centre operates within guidelines set by the Uniting Church in Australia Child, Youth and Protection Policy. All our permanent and casual staff are required to hold current Child Safety Blue Cards and a register of card holders is held at our head office in Brisbane. Please ask if you wish to see a copy of this document.

A copy of our Child, Youth and Protection Policy is available by contacting our reception staff, or the duty manager.

## **RISK MANAGEMENT**

At Alexandra Park Conference Centre, we aim to manage any risks that exist on our property or in our procedures. Regular reviews are conducted to ensure site safety, and we always aim for our guests to have a safe, healthy and pleasant stay. A copy of our Risk Management documentation is available by contacting our reception staff.

***Thank you and enjoy your stay!***

## Preferred Programmers for Activities



Sports Tuition has qualified and experienced staff conducting school camp activities at Alex Park; specialising in high rope elements, rock climbing, surf awareness, archery, team building and initiative activities. All Sports Tuition staff members hold a current Child Suitability Card (Blue Card), current first aid and relevant qualifications for the activities. Sports Tuition works in collaboration with the school camp coordinator to design the activity program and to ensure curriculum outcomes and camp objectives are achieved.

[sportstuition.com.au](http://sportstuition.com.au)

Steve Wilkes

0403 154 510



Character Builders is a vibrant team building and leadership consultancy notorious for facilitating wonderful camps. Our offerings are innovative and targeted towards meeting the needs of 21st Century Learners and Educators. Whether it's on the beach or around the grounds at Alex Park we provide genuine opportunities for students (yr 3-12) and staff to connect through our fun, inclusive, meaningful day and night experiences and full camp programs.

[characterbuilders.com.au](http://characterbuilders.com.au)

1300 205 101



The Alexandra Headland Surf Life Saving Club, just a 5 minute walk from us, provides an array of beach safety, body surfing and beginners board surfing to schools visiting APCC. As a licensed Training Provider they also provide nationally recognised courses such as First Aid, CPR, Community Bronze Medallion, and Surf Rescue Certificates.

[alexsurfclub.com.au](http://alexsurfclub.com.au)

Anita

5456 7803