



THE APEX CHILDREN'S CHALET

Lot 197 Corroboree Road

SMIGGIN HOLES, NEW SOUTH WALES

Telephone (02) 6457 5320

Opened October 1979 – The International Year of the Child

CONTACT NUMBERS

Bookings Enquiries	Executive Officer	Apex Foundation Office
	Phone	(02) 9253 7775
	Email	info@apexfoundation.org.au
	Website	Apexchalet.com.au to check availability
	Postal Address	Level 5, 201 Kent Street, Sydney NSW 2000
Chairman	Bob Harrison	
	Work	(02) 8558 7100
	Fax	(02) 9546 4418
	Email	bob_harrison_hfa@bigpond.com.au

The Chalet is managed by a committee on behalf of the
APEX FOUNDATION
ABN 58 001 347 897
ACN 001 347 897

All other correspondence to: Apex Children's Chalet
The Secretary
P.O. BOX 93
ENGADINE NSW 2233

Email: apexchalet@gmail.com

**THE APEX CHILDREN'S CHALET IS AVAILABLE FOR THE
UNDERPRIVILEGED CHILDREN OF AUSTRALIA**

The Apex Children's Chalet

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CHAIRMAN'S FOREWORD

At time of writing, the Apex Magic Castle Chalet at Smiggin Holes has given over a quarter of a century of pleasure to over 10,000 disabled and/or underprivileged children. The participants have been able to enjoy a break from their normal routine and experience the unique opportunity to see and play in the snow. Many have been given the opportunity to see snow for the first time in their lives!

Some participants have discovered that the Snowy Mountains is also a delightful location in the summer months and provides a peaceful and tranquil environment abounding with wildflowers.

The Apex Foundation and the Association of Apex Clubs have enjoyed continuing pleasure and satisfaction from their efforts in maintaining this non profit facility. Countless hours of volunteer time from hundreds of Apexians have kept the Chalet up to date and in sound condition.

We also need to be ever vigilant to provide a safe and happy environment for the users of the Chalet and this is reflected in modifications to the Chalet and the Chalet usage rules.

More recent legislation and the need to keep our facility up to date has placed a large drain on our resources and the management committee members are eternally grateful to the external and internal (Apex Clubs) donations of money, goods, and labour that we receive. All donations are very welcome.

Our best endeavours are employed in providing a facility of which we can be proud and one which can provide a remedial and safe break from the day to day routine of the Chalet users.

Please enjoy this magnificent facility.

Chairman
Chalet Management Committee

DETAILS OF THE APEX CHILDREN'S CHALET

The Chalet is built on land leased from the NSW State Government for a 'peppercorn' rental. The concept of the Chalet was formulated in 1977, with the assistance of children from The Warringah Children's Refuge at Manly. These children, aged between 6 and 16 years were under the care of Mr Berry Waterman, Superintendent of The Presbyterian Social Services Department.

In 1979, the International Year of the Child, the Chalet was built by volunteer Apexians, supervised by a paid builder. Generous Australian business people donated materials, and funds were raised by Apexians' fund raising activities, in order to cover the annual costs of about \$40,000.00 - \$60,000.00 to keep the doors open.

The Chalet has 7 bedrooms each with 4 beds, a large lounging area and a well-equipped catering kitchen. There are toilet and shower facilities on 2 floors with wheelchair access on the main first floor. On the ground floor there is a large rumpus/games room with table tennis, pool tables and a stage. There are books and games available.

There is also a walk-in drying room.

The Chalet is centrally heated throughout. Please be conscious of useage of the separate room heater on the ground floor to conserve gas resources.

In the main lounge area there is a large fireplace, which is a feature. However, because of the central heating which has recently been installed, the fireplace is no longer in use as an open log fire.

Under the terms of the Chalet's lease, no more than a total of twenty four (24) persons are permitted to sleep at the Chalet at any time. This includes the Caretaker.

So a maximum of 23 people can be in a group attending the Chalet.

THE APEX CHILDREN'S CHALET, SMIGGIN HOLES

RULES AND REGULATIONS

1. Any underprivileged children's organisation, in any State of Australia, can apply for accommodation at the Children's Chalet, Smiggin Holes for up to one week.
2. Any group or organisation of physically or mildly intellectually disabled people in any State of Australia can also apply for accommodation as outlined in (1). However because of the difficulties associated with access over snow to the accommodation, use of the Chalet in winter for any physically disabled persons may be a problem.
3. The Chalet will be made available to wheelchair bound persons from any organisation in Australia. However, we should advise of the difficulty that can be had in winter months with transport over snow. We recommend wheelchair access in warmer months.
4. All groups will take out their own insurance to cover, travel, workers compensation, staff and voluntary workers as well as liability insurance for the conveyance of the children from their domestic residence to the Apex Children's Chalet and return. They will not hold the Committee or the Apex Foundation liable for any accident, mishap or loss that may occur at any stage while they are within the precincts of the Chalet or the Region.
5. All organisations must supply their own supervisors, who preferably will be qualified to deal with the special needs of the children in their care and hold a current First Aid Certificate. The organisation will be held fully responsible for the conduct of their respective group whilst they are resident at the Chalet and when the children move around the Snowy Mountains area.
6. The Chalet may be available to children and young persons. If the children are of mixed sexes, it would be preferable if a married couple accompanied the group. If there are mixed sexes, there should be mixed sex supervisors.

Under the terms of the Chalet's lease, no more than a total of twenty four (24) persons are permitted to sleep at the Chalet at any time. This includes the Caretaker. So a maximum of 23 people can be in a group attending the Chalet

7. Children under 6 years of age may be permitted to use the chalet if their older brother or sister is also using the chalet. In this case the parents or guardian of the under aged person should be part of the supervising adult group.
8. Each group resident in the Chalet must take their own linen, towels and pillow cases and provide their own food for the duration of their stay. No financial support will come from the Committee or the Apex Foundation. All expenses are the group's responsibility.

9. Each group will maintain the cleanliness and good order of the Chalet. Prior to vacating, the Chalet should be vacuumed on all floors and stairs. The shower blocks and toilets should be cleaned. The Chalet is to be left clean and tidy for following groups.
10. A declaration of cleanliness for each group will be found on the noticeboard in the main living area. The supervisor for the group should inspect the Chalet before full occupation. Should any significant damage or unsatisfactory conditions be found these should be recorded in the declaration of cleanliness which will be signed and forwarded, together with the completed Accommodation Inspection Report to the Secretary as soon as practicable.
11. During heavy snow each resident supervisor is required, by the rules on entry, to initiate action with their children to clean down the fire escapes and rear balconies to be totally free of heavy snow bank-up. This is a requirement of the Board of Fire Commissioners.
12. Children or adults will not:
 - (a) Run in the Chalet, particularly up or down the stairs, interior or exterior (the stairs can be extremely slippery during winter);
 - (b) Use obscene or abusive language either inside or outside the Chalet.
13. At all times, the personal and individual conduct of persons using the Chalet must be exemplary for the good name of the Apex Clubs of Australia and the groups using the Chalet.
14. All children must be supervised in the bathroom area during personal bathing time.
15. Any child who becomes ill with any contagious ailment must be placed in the separate isolation room and the Chalet Committee must be informed by telephone of the nature of the problem.
16. All care must be taken with kitchen and laundry equipment to ensure it is not damaged and there are no accidents. The resident supervisor is held responsible to ensure that children are not allowed to work the machines, unless they are under the immediate and personal supervision of an adult.
17. On arrival a firewarden must be appointed by the group. All children in the lodge are to be processed through a nominated fire drill on the first day. The firewarden and/or group supervisor must be fully aware of the emergency procedure.
18. An emergency procedure and roll call list is included. You need to be familiar with the procedures and complete the roll call list which is to be used for the fire drill and in an emergency.
19. A control panel for the central heating system is located behind the mural on the 1st floor. These controls are preset by the Chalet Caretaker and are not to be altered without consultation with the Chalet Caretaker.

20. Each group is to nominate a supervisor who will indemnify the Apex Foundation and/or the Management Committee of the Apex Children's Chalet. The supervisor will be responsible for maintaining good relations between the group and occupants of the other lodges in the area. This person will complete the Indemnity Form which is contained in the booklet.
21. All groups are required to lodge a \$300.00 refundable Bond (subject to conditions), and a \$550.00 non-refundable Administration fee (GST included) at the time of booking. Bookings will be cancelled if the Bond and Administration fee are not received.
22. The completed Indemnity Form and a copy of the completed Group Attendance Record, together with any other relevant documents, are to be forwarded to the Executive Officer, Apex Foundation no later than six weeks prior to the booking date to confirm the booking. **Reminders of bookings are not issued.**
23. Organisations using the Chalet must provide the following to the Executive Officer no later than six weeks prior to booking date.

1. Group Attendance Record

2. Completed Indemnity Form

3. Certificate of Currency for Appropriate Insurances

INFORMATION FOR PARTICIPATING GROUPS

Chalet Phone Number

(02) 6457 5320

The Apex Children's Chalet was designed with the assistance of eight underprivileged children who had each experienced the psychological and physical hardship when accessing services within Contemporary Australian Society. The Chalet was built to give these boys and girls the opportunity of experiencing the wonders of snow in the high country and in recent years to expose them to the wonders of the Snowy Mountains in summer.

Your comments on the Chalet are welcomed by the Management Committee. There are over a quarter of a million underprivileged children in Australia. It is our wish to provide The Magic Castle for as long as possible for as many of these children to use. Please take care of the Chalet as it is now a part of our children's heritage.

WHERE IS IT?

The Chalet is at Corroboree Road, Smiggin Holes in the Snowy Mountains of NSW (see attached maps), directly up the hill behind The Smiggin Holes Hotel. An access and service road leads from the main Perisher Valley Road behind the snowfields service sheds to the Chalet. There is limited vehicle access to the Chalet in times of snow.

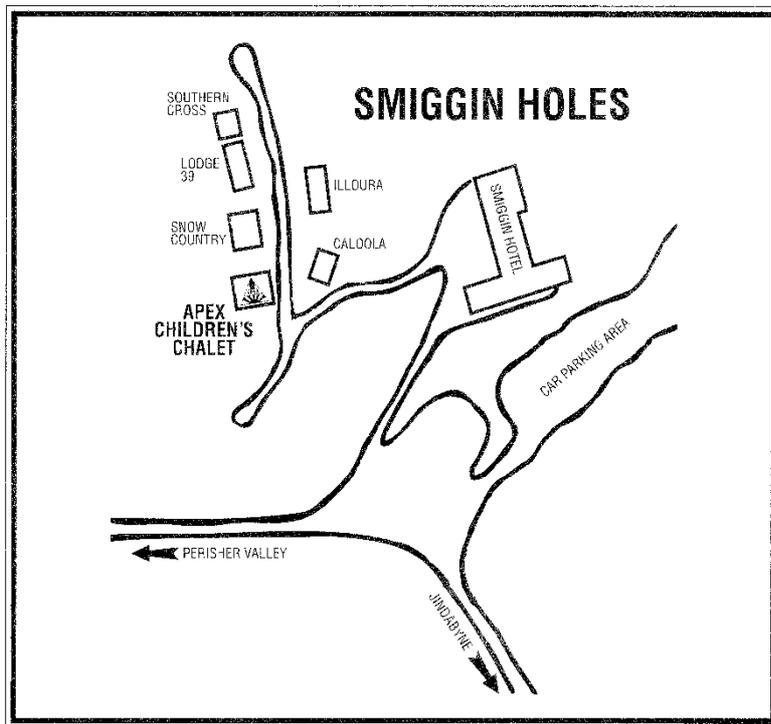
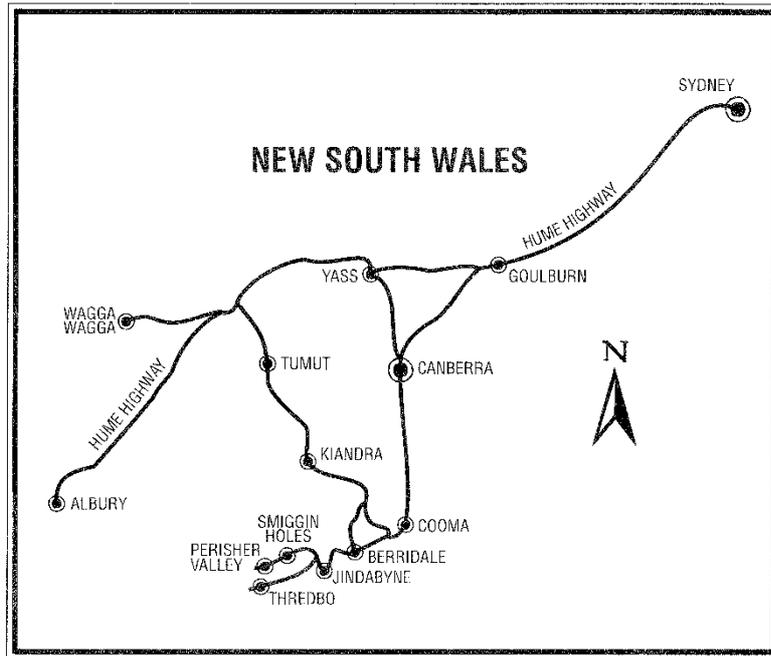
THE NATIONAL PARKS AND WILDLIFE SERVICE RANGERS STATION SAWPIT CREEK

If you require further information or directions to the Chalet, call in at the Rangers Station. The Rangers are very helpful and cooperative and take a genuine interest in the Apex "Magic Castle" and the groups using the facilities.

If it is snowing heavily the Rangers may assist in having your car or bus parked as close as possible to the road. Depending on conditions, it may be possible to leave your vehicle overnight.

CHAINS

During the winter months from June to end of September it is compulsory to carry chains to fit the two driving wheels of your vehicle as a safety precaution and you are not allowed to enter above the snow line unless you are carrying chains within your vehicle. Chains are obtainable at Jindabyne, Berridale or Cooma and must be checked to ensure they fit the driving wheels of your vehicle.



VEHICLE BREAKDOWN AND PARKING

There is an NRMA station at Jindabyne for emergency breakdowns. There are no parking or overnight parking facilities at the Chalet. Vehicles must be left at the Saw Pit Creek Park area or the Bullocks Flat parking area. Chains must be carried and used in the Snow Fields.

TELEPHONE

The telephone at the Chalet is for in-coming and emergency use only. There is good mobile phone reception in the Chalet. Please bring your own phones.

FIRST AID

Each group must bring their own first aid supplies.

There is a basic first aid kit in the kitchen. If you use this kit, please either replace the used supplies or inform the Booking Officer of the items used, so they can be replaced for the next group.

There is a First Aid Room located on the second floor next to the Caretaker's Private Residence. ***This is not an additional bedroom for the use of supervisors.***

CHILDREN'S RECREATION

There is a well stocked library, and a supply of paper. There are no radios, C.D players or tape recorders provided. Please bring your own. There is no television.

ARRIVAL AND DEPARTURE

Unless otherwise arranged and agreed to by the committee, maximum bookings are from 10.00am Sunday to 10.00am the following Saturday. Please ensure your group adheres to these times.

RULES OF THE CHALET

1. No pets.
2. No running anywhere in the Chalet, especially on the stairs.
3. No smoking within the confines of the Chalet.
4. No cigarette butts to be discarded on the Chalet grounds.
5. All waste and discards to be placed in rubbish bins.
6. **No open fires are permitted within the Chalet or in close vicinity to the building.**
7. Keep the Chalet clean.
8. All rubbish is to be bagged and deposited in the covered waste disposal bin shed at the front of the Chalet building during the winter months only. During Summer, bagged rubbish is to be taken to the Council bins at the rear of the Perisher Valley Fire Station. There is no Summer collection from the Chalet. (October to May period)

Role of Chalet Caretaker

- The caretaker occupies a flat within the Chalet. Please respect his privacy. In the event of a dire emergency the building may be exited through the passage in front of his flat on the upper level.
- The caretaker is not paid and he needs to find meaningful employment within the mountains.
- His main role is to provide us with a presence to provide security for our asset.
- He is required to maintain and display personal standards of behaviour as would be expected in an environment where children are involved.
- He does not have a role in supervising children but the Management Committee would encourage him to speak with supervisors if problems arise.
- He reports to the Committee on major maintenance issues and/or if the Chalet is left in an untidy or unclean state.
- He maintains stocks of light bulbs, cleaning gear and toiletry items.
- He will not necessarily be around on your arrival or departure but we encourage him to make himself known to Group Leaders as soon as is possible within his personal schedule.
- The “Skidoo” over-snow vehicle is his private property and he has no formal responsibility to provide transport. Should any user group have serious complaints they should be directed to the Chalet Management Committee.
- The caretaker is to report to the Committee on the cleanliness following the departure of each user group.

Have a pleasant stay!

“The Committee”

ON ARRIVAL

Appoint a **Fire Warden** who will:

1. Familiarise himself with all exits.
2. Note the location of all fire fighting equipment.
3. Complete Emergency Roll Call Sheet.
4. Ensure that all persons in the Chalet know the safe assembly point outside the Chalet.
5. Appoint floor supervisors to assist in safe evacuation.

EXITS

Exits are denoted by green signs which are automatically illuminated in the event of heat or smoke.

These are located at:

1. The rear of each bedroom.
2. Either end of the mezzanine and main floor.
3. Front door.

FIRE FIGHTING EQUIPMENT

Extinguishers Located on each floor and in the kitchen.
Please read instructions.

Hose Reel Located on the mezzanine floor.

Fire Blanket Located in the kitchen.

IN CASE OF AN EMERGENCY

1. Evacuate all persons in the building to the nominated assembly point outside the Chalet.
2. Ensure everyone is safe by completing the Emergency Roll Call Sheet.
3. Notify the authorities.
4. Fight the fire, if possible.

APEX CHILDREN'S CHALET

ACCOMMODATION INSPECTION REPORT PART A

GROUP NAME: _____ SUPERVISOR: _____

PHONE: _____ Email : _____ BOOKING DATES:

PART A – To be completed on arrival

	Item	good	fair	bad	COMMENTS
1.	Bedrooms				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Bathrooms				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Main Lounge				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Kitchen				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- left food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- refrigerators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- stoves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Games Room				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Drying Room				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- disused clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Laundry				
	- cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	General				
	- window breakages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- equipment not working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- furniture breakages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- other items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Occupational Health and Safety issues				_____
10.	Any other comments				

APEX CHILDREN'S CHALET

ACCOMMODATION INSPECTION REPORT PART B

GROUP NAME: _____ BOOKING DATES: _____

PART B: To be completed immediately prior to departure (Tick boxes as each done)

1. Breakages No Yes _____
2. Faulty appliances or utensils No Yes _____
3. a) Carpeted areas vacuumed
- b) Other areas swept and/or mopped clean
4. Bathrooms: Cleaned and tidied
- All taps turned off
5. Bedrooms: Cleaned, rubbish removed, blankets etc.. folded
6. Kitchen: Stoves cleaned
- Refrigerator/freezers emptied and cleaned
- Cupboards emptied and cleaned
- Appliances switched off and stored where possible
- Rubbish removed
7. Lounge: Tidied
- Heaters turned off
- Furniture arranged tidily
8. Drying room: Emptied and cleaned
9. Laundry: Clothes removed
- Heaters turned off
10. Games room: Cleaned
- Rubbish removed
- Equipment placed near tables
- All taps turned off
11. Occupational Health and Safety
- General: All lights, heaters, appliances and water taps turned off
- Leave ALL gas supply bottles turned ON (where installed)**
- Check drains are not blocked
- Remove rubbish to Rubbish bin shed, on front of Chalet**

Other comments: _____

Signed

Mail or email the completed form (Parts A and B) to:
Executive Officer, Apex Foundation, Level 5, 201 Kent Street, SYDNEY NSW 2000.

Email : info@apexfoundation.org.au

LOCATION OF NEAREST FIRE FIGHTING EQUIPMENT

NB: IN THE INTERESTS OF SAFETY IT IS IMPERATIVE THAT EACH GROUP FAMILIARISE THEMSELVES WITH FIREFIGHTING EQUIPMENT AND EMERGENCY EXITS. PLEASE CARRY OUT AN EVACUATION DRILL ON THE DAY OF ARRIVAL.

SECOND LEVEL

For:

SICK ROOM	Either end of walkway - fire extinguisher (One near caretaker's flat, one at top of stairs)
BEDROOM 7	Either end of walkway - fire extinguisher
BEDROOM 6	Either end of walkway - fire extinguisher
BEDROOM 5	Either end of walkway - fire extinguisher
GIRLS BATHROOM	Either end of walkway - fire extinguisher
BOYS BATHROOM	Either end of walkway - fire extinguisher

FIRST LEVEL

For:

KITCHEN	Fire blanket near window, extinguisher near pantry door
BEDROOM 1	Fire extinguisher outside kitchen servery
BEDROOM 2	Fire extinguisher outside kitchen servery
BEDROOM 3	Fire extinguisher outside kitchen servery
BEDROOM 4	Fire extinguisher near store at bottom of stairs
GIRLS BATHROOM	Hose reel at top of stairs
BOYS BATHROOM	Hose reel at top of stairs

GROUND LEVEL

Extinguisher at front door

EMERGENCY PROCEDURES

PRINCIPAL OBJECTIVES

The principal objectives of the Emergency Procedure, in order of importance, are:

- (i) Prevention of personal injury
- (ii) Prevention of fire damage

Possible sources of Emergencies

- FIRE
 - Flammable Liquids
 - Gas (LPG)
- EXPLOSION - Pressure Containers

In case of an emergency

- (1) Evacuate and ensure everyone is safe
- (2) Notify the authorities
- (3) Fight the fire if possible

We are proud of our facility. We want you to enjoy yourself.
Our aim is to avoid any accidents which may harm
our guests or the Chalet.

EVACUATION PROCEDURES

In the event of an emergency, supervisors should take charge and ensure that an orderly evacuation to a pre-selected muster point outside the chalet takes place.

PANIC should be avoided in all circumstances. It is imperative that each group appoint a FIRE WARDEN who will take control of the emergency situation.

This person MUST within 24 hours of arrival carry out an Evacuation Drill.

The Fire Warden should select a fire team who will:

- (1) Ring the brigade
- (2) Fight the fire

Other supervisors should assist in the evacuation.

THE CHALET LAYOUT

The building contains 24 beds, (23 Guests, 1 Caretaker) all with foam mattresses. There is adequate bedding throughout the Chalet and there is no need to bring any additional blankets or pillows. You must provide your own sheets, pillow cases and towels. There is provision on the upper floor for a counselling room and Isolation Room for any sick guests who require this facility. The room has en-suite bathroom and toilet. It is next to the Chalet Caretaker's flat at the end of the upper balcony inside the Chalet.

RUMPUS ROOM

On the ground floor there is a well appointed rumpus room. It contains table tennis, pool table and stage. Please take care of them.

LAUNDRY

There is a fully equipped laundry with tumble dryer and washing machine. Children must not be allowed to use these facilities without adult supervision.

DRYING ROOM

There is a fully equipped drying room located on the ground floor. This room is serviced by the central heating system. Users will find it fast and efficient and in most cases may eliminate the need to use the tumble dryer.

KITCHEN

There is a fully appointed catering kitchen with large gas stoves and barbeque grill and microwave oven. Please ensure you close the wooden screen on the servery at night and close the door to the kitchen as this is a fire requirement. There is a large pantry and deep freeze plus two refrigerators. Children are to be kept out of the kitchen during cooking and food preparation to prevent unnecessary accidents.

DINING FACILITIES

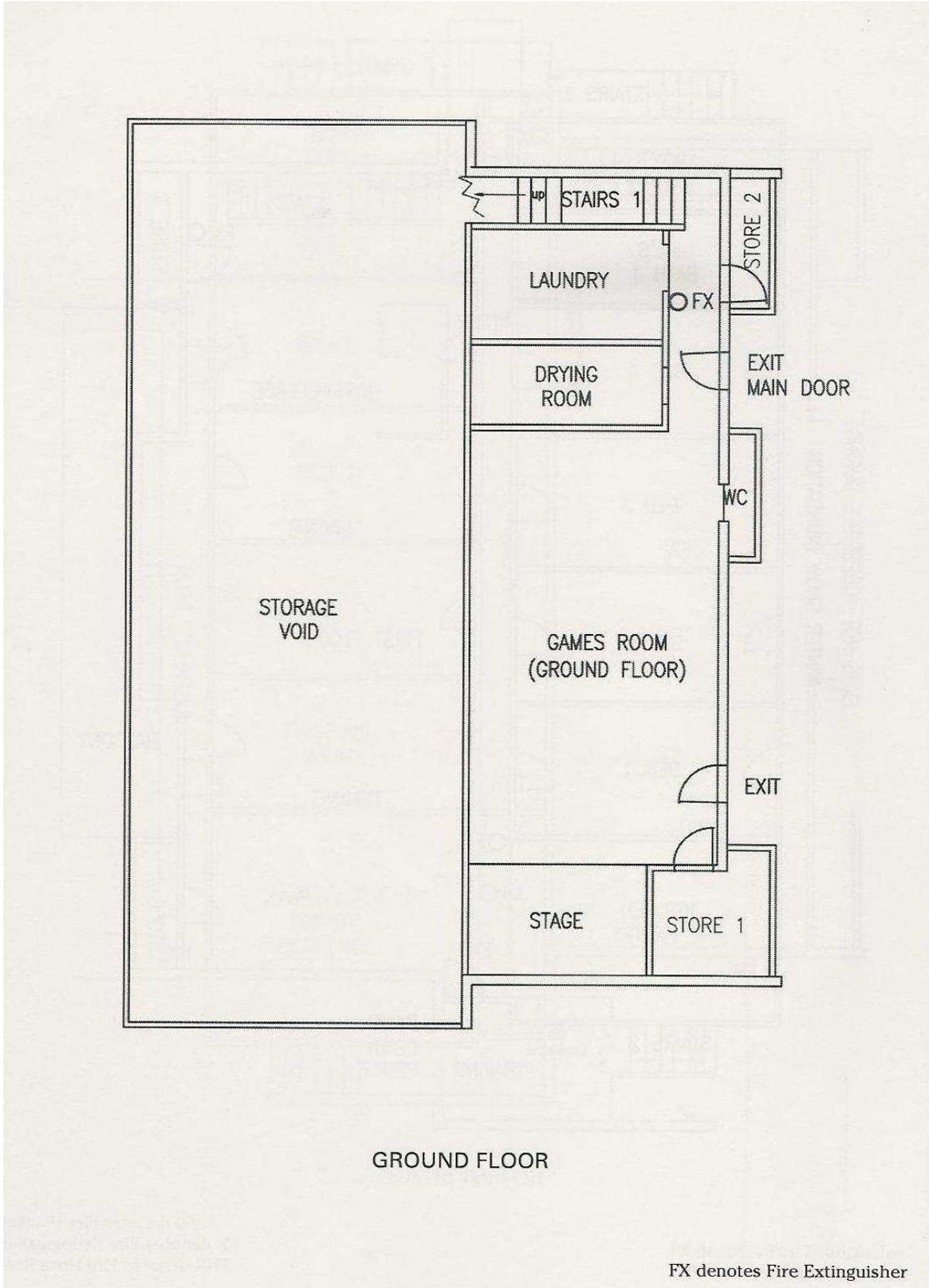
Within the living room there are four large wooden tables and 24 chairs. There is adequate crockery and cutlery for up to 30 people.

CLEANLINESS

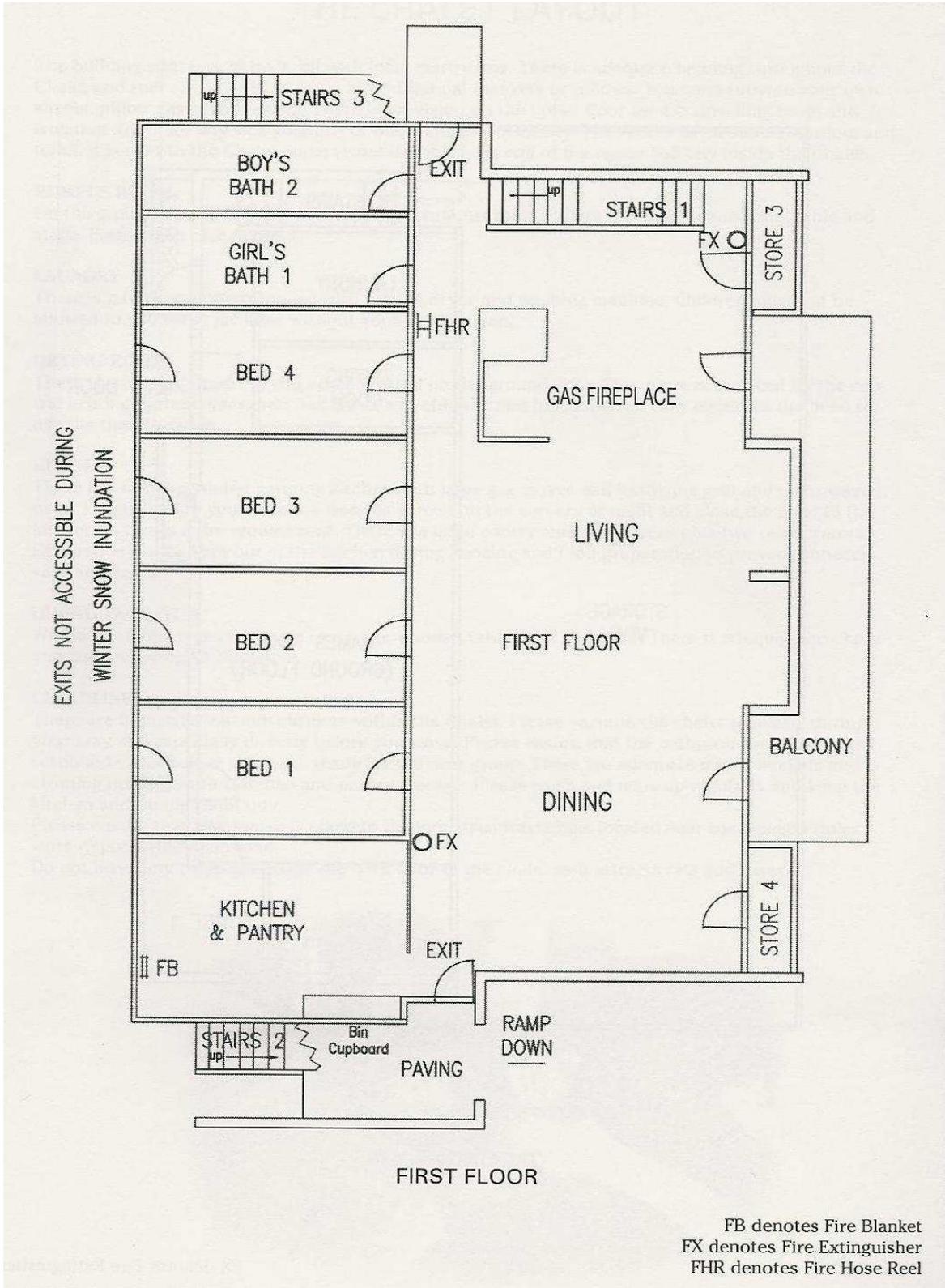
There are industrial vacuum cleaners within the Chalet. Please vacuum the chalet regularly during your stay and especially directly before you leave. Please ensure that the bathrooms and toilets are scrubbed clean before you leave ready for the next group. There are adequate mops, buckets and cleaning utensils in the kitchen and pantry storage. Please wash and wipe up regularly and keep the kitchen and dining room tidy.

All rubbish is to be bagged and deposited in the covered waste disposal bin shed at the front of the Chalet building during the winter months only. During Summer, bagged rubbish is to be taken to the Council bins at the rear of the Perisher Valley Fire Station. There is no Summer collection from the Chalet. (Oct to May period.). Do not leave any rubbish outside the back door of the chalet as it attracts rats and foxes.

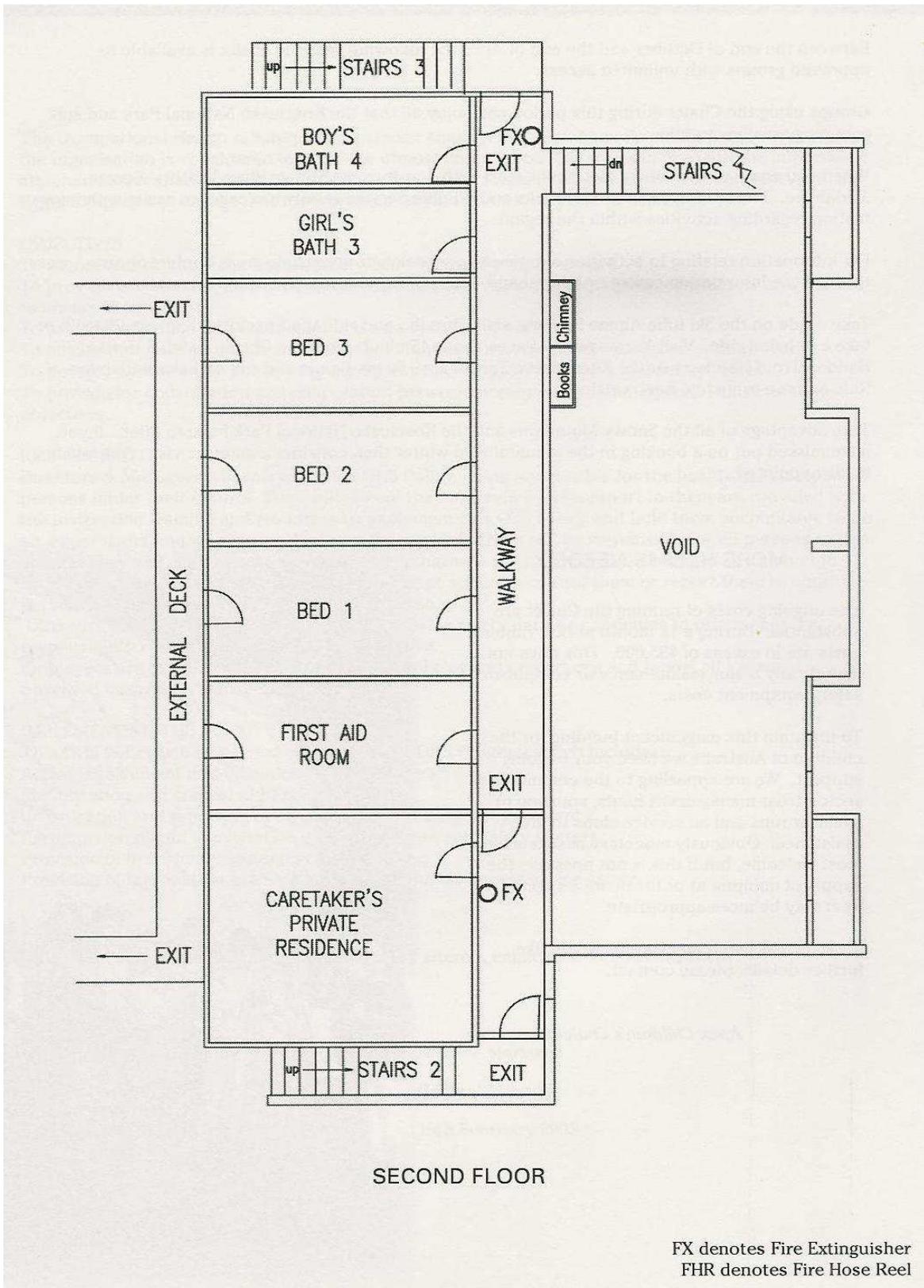
FLOOR PLAN 1



FLOOR PLAN 2



FLOOR PLAN 3



APEX CHILDREN'S CHALET SUMMER USE

Between the end of October and the end of April the following year the Chalet is available to approved groups with unlimited access.

Groups using the Chalet during this period can enjoy all that the Kosciusko National Park and surrounding area has to offer.

When you come to the Snowy Mountains start with a visit to the Snowy River Visitors' Centre in Jindabyne. The staff of the National Parks and Wildlife Service is only too eager to assist with information regarding activities within the region.

For information relating to activities of interest to wheelchair accessible areas contact National Parks via The Department of Environment and Climate Change beforehand on 02 9995 5000, or go to the website:

<http://www.environment.nsw.gov.au/NationalParks/parkWheelchairs.aspx?id=N0018>

Take a ride on the Skitube Alpine Railway, visit Thredbo and ride the Kosciusko Express Chairlift or take a bobsled ride. Visit Yarrangabilly Caves which is about 45 minutes from the Chalet. Catch a trout at Hadden Trout Hatchery or the Eucumbene Trout Farm. Swim, canoe and sail on Lake Jindabyne. Ride a horse or just go bushwalking.

Take advantage of all the Snowy Mountains and the Kosciusko National Park have to offer. If you have missed out on a booking in the mountains in winter then consider a summer visit. You will not be disappointed.

MORE HELP IS NEEDED

The ongoing costs of running the Chalet are substantial. During a 12 month period running costs are in excess of \$40,000. This does not include any major maintenance or compulsory safety equipment costs.

To maintain this magnificent building for the children of Australia we need your ongoing support. We are appealing to the commercial sector, trust management funds, sporting or social groups and all service clubs to give assistance. Obviously monetary assistance is most welcome, but if this is not possible, the supply of equipment or financing a specific item may be more appropriate.

If you can assist in any way, or would like further details, please contact:

Apex Children's Chalet Committee

OCCUPATIONAL HEALTH & SAFETY POLICY

STATEMENT OF INTENT

The Occupational Health & Safety of all persons employed by The Apex Foundation and those visiting the organisation is considered to be of the utmost importance. Resources in line with the importance attached to Occupational Health & Safety have been made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

OBJECTIVES

To secure and promote the health, safety and welfare of people at work.

To provide information, instruction, training and supervision for employees, contractors and visitors to ensure their safety.

To provide safe plant and equipment and safe systems of work.

To ensure that risks to health and safety are identified, assessed and eliminated or controlled.

To develop and promote community awareness of Occupational Health and Safety issues.

To provide for consultation and cooperation between employers and employees in achieving these objectives.

RESPONSIBILITY

Directors & Managers will carry out this OHS Policy, being responsible for the health and safety of all persons under their control. They will ensure that supervisors who report to them are provided with the instruction training and resources to implement this OHS Policy and hold them accountable to do so. Supervisors and all persons directing the work of others will be responsible for all persons in their charge. They will actively take steps to identify hazards which could cause harm to any person in their area of control or operation and take prompt action to control them or report them to another person who has authority and capability to do so.

Directors, Managers and Supervisors may delegate safety duties or activities to others, but the responsibility remains with them as stated above.

Employees are to follow all health and safety policies and procedures and report all known or observed hazards to management.

IMPLEMENTING THE POLICY

This OHS Policy will be carried out through an OHS Program which includes:-

Active involvement and commitment of managers.

Identification and control of hazards.

Investigation and reporting of all accidents and dangerous incidents.

Participation of and consultation with, employees and safety matters.

Provision of first aid and emergency procedures.

Provision of information, training and supervision as necessary for safety.

REVIEW — This OHS Policy will be reviewed as required. If altered, employees will be consulted.

AUTHORISATION AND DATE

OHS Policy Authorised by: -

Title or Position:

Date:

Mike Fitze

Apex Foundation Director

25th August, 2008

APEX CHILDREN'S CHALET - SMIGGIN HOLES

"THE MAGIC CASTLE"

Date.....

The Secretary
Apex Foundation
P.O. BOX 93
ENGADINE NSW 2233

Dear Sir

I/We acknowledge that as a condition of accepting the persons we nominate as guests in the Apex Children's Chalet at Smiggin Holes, The Apex Foundation and the Apex Children's Chalet Management Committee accepts no liability in respect of loss, damage or injury to the said guests or their property.

I/We confirm that I/We have effected adequate insurance against all injury to persons and damage to property on behalf of the said guests. Details of the Policy are given below. I/We have obtained waivers and indemnities in favour of the Apex Foundation and the Apex Children's Chalet Management Committee from the said guests or their legal guardians.

I/We hereby indemnify the Apex Foundation and its employees and agents against all loss of life, personal injury or damage to property arising out of or in any way connected with the occupation of the Apex Chalet by the said guests.

I/We covenant that the person nominated as Fire Warden shall conduct a fire drill in accordance with the fire manual no later than 24 hours of arrival at the Chalet.

SIGNATURE:

GROUP NAME:

ADDRESS:

PHONE:

CONTACT NAME: POSITION:

(Print)

BOOKING DATE

INSURANCE DETAILS (if no copy of a Certificate of Currency is provided)

INSURED: INSURANCE Co:

POLICY No: DUE DATE.....

(THE ACTIVITY WHICH THE INSURANCE POLICY COVERS
eg. Public Liability, Personal Injury of Children and Carers)

***Please return five (5) weeks prior to booking date together with
your list of those attending.***

What is the Apex Foundation?

The Apex Foundation formally commenced operation in 1977. It is an independent, non-government organisation dedicated to improving the quality of life of Australians who have special needs. The primary beneficiaries are young Australians.

After decades of successful National Schemes, the Association of Apex Clubs of Australia found itself in control of a number of ongoing projects which would necessitate administration over considerable time. The Apex Foundation, as a Company limited by guarantee, was formed for this purpose.

The Foundation is managed by an honorary Board of nine Directors (eight elected by members and one nominated by the Association of Apex Clubs). The Board shares responsibility for the operation of Trusts, including annual distributions to nominated beneficiaries. The Board works with a professional investment manager to ensure the best possible returns for the funds, in accordance with authorised Trustee guidelines.

With a small Management Team, including a 'hands-on' Board, the Foundation has made progress from the initial aims of its existence and now has active fundraising, marketing and membership programs.

A very strong link continues between the Apex Foundation and the Association of Apex Clubs of Australia, with many Apex clubs taking out membership and supporting the ongoing work of their Foundation in various ways.

Vision

Our vision for the Apex Foundation is that it will continue to:

- Manage the Trusts established as a result of the national fundraising schemes and projects of Apex Australia
- Increase funds through mobilising resources from a diverse range of contributions including Apex Clubs, other non-profit organisations and Foundations, corporations and Apex Foundation membership;
- Exhibit leadership in identifying positive community initiatives and facilitating their implementation.

APEX CHILDREN'S CHALET SMIGGIN HOLES

GROUP ATTENDANCE RECORD

NAME OF ORGANISATION: _____

ADDRESS: _____

NAME OF PERSON RESPONSIBLE FOR GROUP: _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____ EMAIL OR FAX: _____

FULL NAME AND ADDRESS OF ADULTS ATTENDING

NAME OF GROUP SUPERVISOR ON SITE: _____

MOBILE PHONE NUMBER: _____

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		

NAME AND DATE OF BIRTH OF EACH CHILD ATTENDING

	NAME	DOB		NAME	DOB
1			15		
2			16		
3			17		
4			18		
5			19		
6			20		
7			21		
8			22		
9			23		
10			24		
11			25		
12			26		
13			27		
14			28		

A COPY OF THIS DOCUMENT IS TO BE SUBMITTED TO THE BOOKING OFFICE NO LATER THAN FIVE (5) WEEKS PRIOR TO THE BOOKING DATE.