

Contact Officer: Shaunte Farrington
Our Ref: DA/33/2018

22 January 2019

Goora Gan Steiner School Association Incorporated
C/- Angelo Oliaro
Angelo Oliaro Town Planning
56 Honiton Street
TORQUAY QLD 4655

Dear Sir

**AMENDED NOTICE OF DECISION
PLANNING ACT 2016 S63**


**DA/33/2018 - MATERIAL CHANGE OF USE - IMPACT
EDUCATIONAL ESTABLISHMENT
LOT B SP 218087 IN LOT 22 SP 178795**

Reference is made to the above Development Application and the Confirmation Notice dated 27 September 2018.

I wish to advise that the application was considered by Council at its 22 January 2019 General Meeting where it was resolved to approve the application. The approval is supported by a Notice of Reasons and is subject to conditions as set out in the following Notice of Decision. This Amended Notice of Decision replaces the original Notice of Decision due to a typographical error.

Should you have any questions or require further clarification in relation to any matters raised in the Decision Notice, please do not hesitate to contact Council's Planning Officer Shaunte Farrington on (07) 4970 0700.

Yours faithfully



H A ROBERTSON
MANAGER DEVELOPMENT SERVICES



NOTICE OF DECISION - DA/33/2018
PLANNING ACT 2016 S63

Application:	Material Change of Use - Impact - Educational Establishment
Applicant Name & Address:	Goora Gan Steiner School Association Incorporated C/- Angelo Oliaro Angelo Oliaro Town Planning 56 Honiton Street TORQUAY QLD 4655
Owner:	The State of Queensland
Subject Land:	Lot B SP 218087 in Lot 22 SP 178795
Location:	Lot B SP 218087 in Lot 22 SP 178795
Zoning:	Conservation Zone
Site Area:	1.287 hectares (lease)
Definition of Use:	Educational Establishment - Premises used for training and instruction designed to impart knowledge and develop skills. The use may include outside hours school care for students or on-site student accommodation.
Submissions Received:	One (1) Not Properly Made Submission
Application Received:	21 September 2018
Planning Scheme:	Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2

You are advised that your application was approved. The conditions relevant to this approval are attached. These conditions are clearly identified to indicate whether the assessment manager or a concurrence agency imposed them.

1. DETAILS OF THE APPROVAL

	Development Permit	Preliminary Approval
• Material change of use made assessable by the planning scheme	✓	x

2. BENCHMARKS APPLIED TO THE DEVELOPMENT

The following is a description of the assessment benchmarks applying to the development:

Benchmarks Applying to the Development	Benchmark Reference
<i>State Planning Policy July 2017</i>	• State Interest – Natural Hazards, Risk and Resilience.

Benchmarks Applying to the Development	Benchmark Reference
<i>Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2</i>	<ul style="list-style-type: none"> • Strategic Framework; • Acid Sulfate Soils Overlay Code; • Bushfire Hazard Overlay Code; • Coastal Hazard Overlay Code; • Flood Hazard Overlay Code; • Scenic Amenities Overlay Code; • Conservation Zone Code; • Development Design Code; and • Landscaping Code.

3. CURRENCY PERIOD FOR THE APPROVAL

The currency periods stated in section 85 of the *Planning Act 2016* apply to each aspect of development in this approval, as outlined below unless otherwise conditioned within this approval:-

- ✓ Material Change of Use - 6 years

4. APPROVED PLANS

The approved plans and/or documents for this development approval are listed in the following table:

Drawing Number	Revision	Description	Author	Date
A04	1	Proposed School Layout	-	19/02/2008
A05	1	Proposed School Layout	-	19/02/2008

5. NOTICE OF REASONS

The following provides the Notice of Reasons under section 63(5) of the *Planning Act 2016*:

Description of the development:

The approved development is for a Material Change of Use of premises for an Educational Establishment.

Assessment Benchmarks:

Benchmarks Applying to the Development	Benchmark Reference
<i>State Planning Policy July 2017</i>	<ul style="list-style-type: none"> • State Interest – Natural Hazards, Risk and Resilience.
<i>Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2</i>	<ul style="list-style-type: none"> • Strategic Framework; • Acid Sulfate Soils Overlay Code; • Bushfire Hazard Overlay Code; • Coastal Hazard Overlay Code; • Flood Hazard Overlay Code; • Scenic Amenities Overlay Code; • Conservation Zone Code; • Development Design Code; and • Landscaping Code.

Reasons for the Assessment Managers Decision:

1. The Application was properly made in accordance with the *Planning Act 2016* and the Development Assessment Rules; and
2. The Application is deemed compliant with the relevant benchmarks of the *State Planning Policy July 2017* and the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2*.

Reasons for Approval despite any Non-compliance with certain Benchmarks:

Benchmarks applying to the development:	Reasons for the approval despite non-compliance with benchmark:
Bushfire Hazard Overlay Code – Table 8.2.4.3.1 – Acceptable Outcome 2.	Compliance with Bushfire Hazard Overlay Code – Table 8.2.4.3.1 via Performance Outcome 2.
Bushfire Hazard Overlay Code – Table 8.2.4.3.1 – Acceptable Outcome 5.1 – 5.3.	Compliance with Bushfire Hazard Overlay Code – Table 8.2.4.3.1 via Performance Outcome 5.
Conservation Zone Code – Table 6.2.11.3.1 – Acceptable Outcome 3.1 – 3.3.	Compliance with Conservation Zone Code – Table 6.2.11.3.1 via Performance Outcome 3.
Conservation Zone Code – Table 6.2.11.3.1 – Performance Outcome 4.	Compliance with Conservation Zone Code – Table 6.2.11.3.1 via Purpose (1).
Development Design Code – Table 9.3.2.3 – Acceptable Outcome 9.	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 9 via a Condition.
Development Design Code – Table 9.3.2.3 – Acceptable Outcome 10.	Compliance with Development Design Code – Table 9.3.2.3.1 – Performance Outcome 10.
Development Design Code – Table 9.3.2.3 – Acceptable Outcome 12.	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 12 via a Condition.
Development Design Code – Table 9.3.2.3 – Acceptable Outcome 21.	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 21 via a Condition.

Relevant Matters under Section 45(5)(b) of the Act that the Development was Assessed Against:

N/A

Matters raised in Submissions and Councils response in dealing with these matters:

Matter raised in submission:	Officer's Response:
The school is taking over the public space. Now the surf club is a school where are the parks for the community?	The proposed development will co-locate within the Club's building while still allowing the public to utilise the beach access and car parking area. The broader part of the Conservation Park is located outside the lease area and will therefore remain as a community space.

Matter raised in submission:	Officer's Response:
There is a lack of infrastructure around school zones. School zones should be approved as a main roads school zone.	The proposed Educational Establishment is located off Captain Cook Drive and down along Surf Club Avenue. These roads are both Gladstone Regional Council's jurisdiction. By having the proposal located along Surf Club Avenue, it allows continuous flow of traffic for Captain Cook Drive and separates the pick-up and drop-off zone in a smaller cul-de-sac environment.

Matters prescribed by a Regulation:

N/A

6. APPEAL RIGHTS

Schedule 1 of the *Planning Act 2016* details your appeal rights and the appeal rights of any submitters regarding this decision.

7. WHEN THE DEVELOPMENT APPROVAL TAKES EFFECT

This development approval takes effect:-

- From the time the decision notice is given, if there is no submitter and the applicant does not appeal the decision to the court.

OR

- If there is a submitter and the applicant does not appeal the decision, the earlier date of either:
 - When the submitter's appeal ends; or
 - The day the last submitter gives the assessment manager written notice that the submitter will not be appealing the decision.

OR

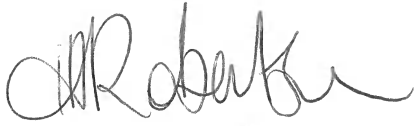
- Subject to the decision of the court, when the appeal is finally decided, if an appeal is made to the court.

This approval will lapse if:-

- for a material change of use, the first change of use under the approval does not start within the relevant period stated in section 3 of this Notice of Decision;
- for a reconfiguration, a plan for the reconfiguration is not given to the local government within the relevant period stated in section 3 of this Notice of Decision;
- for a development approval other than a material change of use or reconfiguration, the development does not substantially start within the relevant period stated in section 3 of this Notice of Decision.

Should you wish to discuss this matter further, please contact Council's Planning Officer Shaunte Farrington on (07) 4970 0700.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H A Robertson', written in a cursive style.

H A ROBERTSON
MANAGER DEVELOPMENT SERVICES

Attached: Conditions
Appeal Rights
Approved Plans

AMENDED ASSESSMENT MANAGER CONDITIONS - DA/33/2018

Approved Documentation:

1. Development is to be carried out generally in accordance with the submitted application including the following plans and supporting documentation except where amendments are required to satisfy the conditions of this approval:

Drawing Number	Revision	Description	Author	Date
A04	1	Proposed School Layout	-	19/02/2008
A05	1	Proposed School Layout	-	19/02/2008

And supporting documents

Document Number	Revision	Description	Author	Date
-	-	Goora Gan Steiner School Emergency Management Plan	Goora Gan Steiner School Incorporated	October 2018
-	-	Fire Evacuation Map	Goora Gan Steiner School Incorporated	-

2. Upon commencement of the use, the Educational Establishment is limited to no more than the following members at any time:
 - a. 7 Staff; and
 - b. 50 Students.

Advisory Note: Council will not support an increase of users associated with the Educational Establishment as it is to remain low scale.

3. Prior to construction, the Applicant is to submit a site specific Pedestrian/Cycle Network Plan to Council for approval. The plan must include location, type, treatment and signage for the proposed footpath and screen fence, to ensure separation of all uses within the subject site.
4. Prior to commencement of the use, the Applicant is to consult with the land owner (Department of Natural Resources, Mines and Energy) and Council, to construct a safe pedestrian access point to the Educational Establishment and Club. The pedestrian access is to connect from the existing Surf Court footpath into the subject lease remaining sensitive to the character of the Conservation Zone.

Note: The treatment of the pedestrian footpath is to be approved by Council through the Pedestrian/Cycle Network Plan.

5. Prior to the commencement of the use, construction of a 1.8m high screen fence to the outdoor areas of the Educational Establishment boundaries is to be completed, inclusive of appropriate directional signage (I.e. Public Beach Access signage).

Note: The screen fence is to ensure the safety of the staff and children when located outside the classrooms by providing a clear school boundary separate to public areas.

6. Upon commencement of the use, the Educational Establishment users are not permitted to park in the Club/Public car parking area.

Note: It is the responsibility of the school to ensure all conditions associated with the Educational Establishment are adhered to.

7. Prior to the commencement of the use, the Applicant is to provide an amended Evacuation Plan and Bushfire Evacuation Plan to Council for approval that demonstrates all proposed evacuation routes are disability accessible.

Advisory Note: The current evacuation routes transverse via the internal staircase and the beach access which do not allow the provision of all ability access in the case of an emergency.

Building, Plumbing and Drainage Works

8. Prior to the commencement of the use, if any new plant and equipment (including air conditioners, exhaust fans and the like) are to be housed, screened and located so that these do not cause environmental nuisance or harm to residential uses in the surrounding area.

Transportation Services

9. Prior to the commencement of the use, the Applicant is to provide the following car parking spaces on site that are clearly line marked and signed with wheel stops and maintained in accordance with the Engineering Design Planning Scheme Policy under the Our Place Our Plan Gladstone Regional Council Planning Scheme and AS2890.1:
 - a. A minimum of eight (8) car parking spaces for the Educational Establishment; and
 - b. A minimum of three (3) drop off and pick up car parking spaces for the Educational Establishment.
10. Prior to the commencement of the use, a total of eight (8) bicycle spaces are to be constructed onsite within walking distance to the entry of the use. All bicycle spaces are to be constructed in accordance with AS2890.3 (2015).

Waste Management

11. Prior to the commencement of the use, refuse bins are to be provided in accordance with Table SC6.11.3.1 of Schedule 6.11 Waste Management at a minimum rate of two (2) 240L general waste and two (2) 240L Recycling bins.

12. Upon commencement of the use, all service vehicles are to access the site outside of the proposed school operation hours to minimise any conflicts (i.e. Weekdays from 7:30am – 4:30pm).
13. Prior to the commencement of the use, the waste storage area/s are to be sufficient in size to house all waste collection containers including recycling waste containers. The waste storage area/s must be suitably enclosed and imperviously paved, with a hose cock and hose fitted in close proximity to the enclosure to ensure the area can be easily and effectively cleaned.

Lawful Commencement

14. Prior to the commencement of this use, the Applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.
15. Upon receipt of confirmation from Council that all conditions of this Development Permit are considered compliant, the Applicant is to notify Council within 20 business days that this approved use has lawfully commenced.

Advice to Applicant:

An Adopted Infrastructure Charge Notice in relation to the infrastructure charges applicable to this development has been provided separately.

A Food Business Licence and Design Application may be applicable to this development. If so, the applications are to be submitted to Council for approval in accordance with the *Food Act 2006*. This licence is required prior to the commencement of the use.

Note: Applications for Food Business Licenses can be found at <http://www.gladstone.qld.gov.au/forms>.

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- (2) The person is taken to have engaged in the representative's conduct, unless the person proves the person could not have prevented the conduct by exercising reasonable diligence.
- (3) In this section—
- conduct* means an act or omission.
- representative* means—
- (a) of a corporation—an executive officer, employee or agent of the corporation; or
- (b) of an individual—an employee or agent of the individual.
- state of mind*, of a person, includes the person's—
- (a) knowledge, intention, opinion, belief or purpose; and
- (b) reasons for the intention, opinion, belief or purpose.

Chapter 6 Dispute resolution

Part 1 Appeal rights

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
- (a) matters that may be appealed to—
- (i) either a tribunal or the P&E Court; or
- (ii) only a tribunal; or
- (iii) only the P&E Court; and
- (b) the person—
- (i) who may appeal a matter (the *appellant*); and
- (ii) who is a respondent in an appeal of the matter; and

- (iii) who is a co-respondent in an appeal of the matter;
and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The *appeal period* is—
- (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
 - (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note—

See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.

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- (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
- (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar, must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1—each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2—each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and

Schedule 1 Appeals

section 229

1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—
 - (a) the P&E court; or
 - (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—
 - (a) the refusal, or deemed refusal of a development application, for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (b) a provision of a development approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (c) if a development permit was applied for—the decision to give a preliminary approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (d) a development condition if—
 - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and

- (ii) the building is, or is proposed to be, not more than 3 storeys; and
 - (iii) the proposed development is for not more than 60 sole-occupancy units; or
 - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
 - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
 - (g) a matter under this Act, to the extent the matter relates to the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
 - (h) a decision to give an enforcement notice—
 - (i) in relation to a matter under paragraphs (a) to (g); or
 - (ii) under the Plumbing and Drainage Act; or
 - (i) an infrastructure charges notice; or
 - (j) the refusal, or deemed refusal, of a conversion application; or
 - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
- (a) for a matter in subsection (2)(a) to (d)—
 - (i) a development approval for which the development application required impact assessment; and
 - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
 - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.

- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.
- (6) In each table—
 - (a) column 1 states the appellant in the appeal; and
 - (b) column 2 states the respondent in the appeal; and
 - (c) column 3 states the co-respondent (if any) in the appeal; and
 - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.
- (8) In this section—
storey see the Building Code, part A1.1.

Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal
<p>1. Development applications</p> <p>For a development application other than an excluded application, an appeal may be made against—</p> <ul style="list-style-type: none"> (a) the refusal of all or part of the development application; or (b) the deemed refusal of the development application; or (c) a provision of the development approval; or (d) if a development permit was applied for—the decision to give a preliminary approval.

Schedule 1

Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The applicant	The assessment manager	If the appeal is about a concurrence agency's referral response—the concurrence agency	1 A concurrence agency that is not a co-respondent 2 If a chosen assessment manager is the respondent—the prescribed assessment manager 3 Any eligible advice agency for the application 4 Any eligible submitter for the application
<p>2. Change applications For a change application other than an excluded application, an appeal may be made against—</p> <p>(a) the responsible entity's decision on the change application; or</p> <p>(b) a deemed refusal of the change application.</p>			

<p align="center">Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
<p>1 The applicant</p> <p>2 If the responsible entity is the assessment manager—an affected entity that gave a pre-request notice or response notice</p>	<p>The responsible entity</p>	<p>If an affected entity starts the appeal—the applicant</p>	<p>1 A concurrence agency for the development application</p> <p>2 If a chosen assessment manager is the respondent—the prescribed assessment manager</p> <p>3 A private certifier for the development application</p> <p>4 Any eligible advice agency for the change application</p> <p>5 Any eligible submitter for the change application</p>
<p>3. Extension applications</p> <p>For an extension application other than an extension application called in by the Minister, an appeal may be made against—</p> <p>(a) the assessment manager’s decision on the extension application; or</p> <p>(b) a deemed refusal of the extension application.</p>			

Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
1 The applicant 2 For a matter other than a deemed refusal of an extension application—a concurrence agency, other than the chief executive, for the application	The assessment manager	If a concurrence agency starts the appeal—the applicant	If a chosen assessment manager is the respondent—the prescribed assessment manager
<p>4. Infrastructure charges notices</p> <p>An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds—</p> <p>(a) the notice involved an error relating to—</p> <p style="padding-left: 20px;">(i) the application of the relevant adopted charge; or</p> <p><i>Examples of errors in applying an adopted charge—</i></p> <ul style="list-style-type: none"> • the incorrect application of gross floor area for a non-residential development • applying an incorrect 'use category', under a regulation, to the development <p style="padding-left: 20px;">(ii) the working out of extra demand, for section 120; or</p> <p style="padding-left: 20px;">(iii) an offset or refund; or</p> <p>(b) there was no decision about an offset or refund; or</p> <p>(c) if the infrastructure charges notice states a refund will be given—the timing for giving the refund; or</p> <p>(d) for an appeal to the P&E Court—the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.</p>			

Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the infrastructure charges notice	The local government that gave the infrastructure charges notice	—	—
5. Conversion applications An appeal may be made against— (a) the refusal of a conversion application; or (b) a deemed refusal of a conversion application.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The applicant	The local government to which the conversion application was made	—	—
6. Enforcement notices An appeal may be made against the decision to give an enforcement notice.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the enforcement notice	The enforcement authority	—	If the enforcement authority is not the local government for the premises in relation to which the offence is alleged to have happened—the local government

Table 2 Appeals to the P&E Court only			
<p>1. Appeals from tribunal An appeal may be made against a decision of a tribunal, other than a decision under section 252, on the ground of— (a) an error or mistake in law on the part of the tribunal; or (b) jurisdictional error.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A party to the proceedings for the decision	The other party to the proceedings for the decision	—	—
<p>2. Eligible submitter appeals For a development application or change application other than an excluded application, an appeal may be made against the decision to approve the application, to the extent the decision relates to— (a) any part of the development application or change application that required impact assessment; or (b) a variation request.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
1 For a development application—an eligible submitter for the development application 2 For a change application—an eligible submitter for the change application	1 For a development application—the assessment manager 2 For a change application—the responsible entity	1 The applicant 2 If the appeal is about a concurrence agency's referral response—the concurrence agency	Another eligible submitter for the application

**Table 2
Appeals to the P&E Court only**

3. Eligible submitter and eligible advice agency appeals			
<p>For a development application or change application other than an excluded application, an appeal may be made against a provision of the development approval, or a failure to include a provision in the development approval, to the extent the matter relates to—</p> <p>(a) any part of the development application or change application that required impact assessment; or</p> <p>(b) a variation request.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
<p>1 For a development application—an eligible submitter for the development application</p> <p>2 For a change application—an eligible submitter for the change application</p> <p>3 An eligible advice agency for the development application or change application</p>	<p>1 For a development application—the assessment manager</p> <p>2 For a change application—the responsible entity</p>	<p>1 The applicant</p> <p>2 If the appeal is about a concurrence agency's referral response—the concurrence agency</p>	<p>Another eligible submitter for the application</p>
4. Compensation claims			
<p>An appeal may be made against—</p> <p>(a) a decision under section 32 about a compensation claim; or</p> <p>(b) a decision under section 265 about a claim for compensation; or</p> <p>(c) a deemed refusal of a claim under paragraph (a) or (b).</p>			

Table 2 Appeals to the P&E Court only			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person dissatisfied with the decision	The local government to which the claim was made	—	—
5. Registered premises An appeal may be made against a decision of the Minister under chapter 7, part 4.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
1 A person given a decision notice about the decision 2 If the decision is to register premises or renew the registration of premises—an owner or occupier of premises in the affected area for the registered premises who is dissatisfied with the decision	The Minister	—	If an owner or occupier starts the appeal—the owner of the registered premises
6. Local laws An appeal may be made against a decision of a local government, or conditions applied, under a local law about—			
(a) the use of premises, other than a use that is the natural and ordinary consequence of prohibited development; or (b) the erection of a building or other structure.			

Table 2 Appeals to the P&E Court only			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person who— (a) applied for the decision; and (b) is dissatisfied with the decision or conditions.	The local government	—	—

Table 3 Appeals to a tribunal only			
1. Building advisory agency appeals			
An appeal may be made against giving a development approval for building work to the extent the building work required code assessment against the building assessment provisions.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A building advisory agency for the development application related to the approval	The assessment manager	The applicant	1 A concurrence agency for the development application related to the approval 2 A private certifier for the development application related to the approval

Table 3 Appeals to a tribunal only			
<p>2. Inspection of building work An appeal may be made against a decision of a building certifier or referral agency about the inspection of building work that is the subject of a building development approval under the Building Act.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The applicant for the development approval	The person who made the decision	—	—
<p>3. Certain decisions under the Building Act and the Plumbing and Drainage Act An appeal may be made against— (a) a decision under the Building Act, other than a decision made by the Queensland Building and Construction Commission, if an information notice about the decision was given or required to be given under that Act; or (b) a decision under the Plumbing and Drainage Act, part 4 or 5, if an information notice about the decision was given or required to be given under that Act.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person who received, or was entitled to receive, an information notice about the decision	The person who made the decision	—	—
<p>4. Local government failure to decide application under the Building Act An appeal may be made against a local government's failure to decide an application under the Building Act within the period required under that Act.</p>			

Table 3 Appeals to a tribunal only			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person who was entitled to receive notice of the decision	The local government to which the application was made	—	—

FIRE EVACUATION MAP—Assembly Areas and Evacuation Routes for Goora Gan Steiner School and Agnes Water Surf Life Savers

Evacuation Route A—For fires North of the building or on the Eastern/beach side of the building, **Assembly Area A** and evacuation route is directly along Surf Club Avenue to Captain Cook Drive

Evacuation Route B—For fires West of the building, between Captain Cook Drive and the building, **Assembly Area B** and evacuate to the Beach via Public Beach Access

Evacuation Route C—For fires surrounding the building, **Assembly Point C**

Evacuation Route D—For Fires in the building, evacuation to **Assembly Area B** or as advised by Fire service staff





Goora Gan Steiner School Inc.
 PO Box 386
 Agnes Water, QLD, 4677
 Ph 4974 9906 or 0412 518 285
 ABN 483 3583 7008

Goora Gan Steiner School EMERGENCY MANAGEMENT PLAN – Surf Club Site

Includes Agnes Water Surf Life Savers Evacuation procedures outside of school hours

Policy Date	Oct 2018
Approved By	Board Chair
Review Date	
Related links / resources	<ul style="list-style-type: none"> • Emergency Management - Plans for schools' guidelines • Emergency Management - Public Shelter Responsibilities policy • Temporary School Closures guidelines • Emergency Management: Critical Incident Response Teams • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulations 2011 (Qld) • Safe Work Australia • Codes of Practice from Workplace Health and Safety Queensland • Factsheets from Safe Work Australia • Queensland State Disaster Plans

GLADSTONE REGIONAL COUNCIL
 GLADSTONE OFFICE
 This Plan is approved subject to the attached
 Decision Notice No. 09/33/2018 Date 22/1/19
 PC [Signature]
 ASST. MANAGER

Emergency Contact Names

School Facilitator	Melissa Thomson	0412 518 285
Teacher	Kate Trulson	0427 198 444
Teacher	Melissa Bland	0421 559 300

Education Department Contacts

Judy Young or Grant Williamson	ISQ School Services	3228 1515
NSSAB	Non-State School Accred Board	3513 6773
Virginia Moller	SEA CEO	02 9411 2579

EMERGENCY POLICE AND FIRE - 000

Local Police – 4974 9708

Richelle Jones	Secretary School Board	0431 240 392
ISQ	School Services, policies	3513 6773
Agnes Water Life Savers	Tanya O'Shea	0409 594 862
Agnes Water Surf Life Savers	Karen Wardlaw	0438 188 522

1. SCHOOL PROFILE

EMERGENCY PLAN

School Operating Hours: 8:30am – 2:30pm

EMERGENCY NUMBERS

Police	49749708
Ambulance	137468
Fire Brigade	137468
Poison Info Centre	131126
Bundaberg Hospital	41502222
Agnes Water Medical Centre	8987 3044
Power And Water	1800 245 090
Telstra Faults	1800 000 254
SEA CEO: Virginia Moller	02 9411 2579
SEA Admin: Nicki Radford	02 9411 2579
Katie Trulson	0427 198 444
Melissa Bland	0421 559 300
Melissa Thomson: School Facilitator	0412 518 285
Kenton Turner Board Chair	0431 819 895
Richelle Jones Board Secretary	0431 240 392

2. INTRODUCTION

2.1 Purpose of the Emergency Management Plan

This document supports the Department of Education's [Emergency Management - Plans for schools](#) guidelines.

- 1. Prevention:** measures to identify risks and eliminate or reduce the incidence or severity of emergencies.
- 2. Preparedness:** measures to ensure that communities are capable of coping with the effects of emergencies.
- 3. Response:** measures taken during and immediately after emergencies to ensure the effects are minimised and appropriate responses are initiated.
- 4. Recovery:** measures that support resumption of 'business as usual' as soon as possible after an incident has occurred, including a review of the effectiveness of the responses to adjust processes as necessary to improve emergency management.



The purpose of this Emergency Management Plan is to provide details of how the school will prepare, respond and recover from emergency situations.

2.2 Scope

This Emergency Management Plan applies to all staff, students, visitors, contractors and volunteers at the school and includes all activities and takes into account hazards within one kilometre of the school.

Note: Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes. Each school excursion must be risk managed separately. For more information please refer to the excursion [policy](#) and [guidelines](#).

2.3 Instructions

3. SCHOOL COMMITMENT

The school has committed to the following key Emergency Management actions:

ACTION	WHEN	ACTION OFFICER	INITIAL / DATE
Ensure staff members understand the policies and procedures relating to emergency management.	Term One <i>For new staff, this will happen on arrival</i>	Melissa Thomson	
Ensure staff are aware of standard response to natural disasters, emergencies and critical incidents that are outlined in this Emergency Management Plan.	Term One <i>For new staff, this will happen on arrival</i>	Melissa Thomson	
Ensure that this Emergency Management Plan and all associated supporting documents are stored in a location that is readily accessible by staff during an emergency or critical incident.	Term One	Melissa Thomson	
Develop, facilitate and record staff training to ensure that all staff are aware of their responsibilities in an emergency.	Term One <i>For new staff, this will happen on arrival</i>	Melissa Thomson	
Ensure frequent rehearsals and regular testing of all emergency management/evacuation procedures and ensure that these rehearsals are documented. ¹	Once per term	Melissa Thomson/Katie Trulson	
Ensure emergency equipment throughout the school and alarms are tested.	Once per annum	Melissa Thomson/Tanya O'Shea	
Ensure emergency and evacuation floor plans and instructions are displayed in prominent positions across the school. In regard to regulated preschools, this Plan must be displayed near each identified exit.	Once per year or following an emergency/critical incident	Melissa Thomson/Tanya O'Shea	
Ensure the Emergency Management Plan is made in line to the departmental policy and guidelines.	Once per year or following an emergency/critical incident	Melissa Thomson	
Identify and engage with local services, support agencies and organisations who can provide assistance or support during or following an emergency event occurring.	Ongoing	Melissa Thomson	
Develop and ensure that students and staff welfare is monitored and maintained through appropriate debriefing and access to support following an emergency event occurring.	Once per year and following an emergency/critical incident	Melissa Thomson/Katie Trulson/	

4. CORE ASPECTS OF EMERGENCY MANAGEMENT PLAN

4.1 Prevention and preparedness

Have you considered?

This section can be used by schools to record their individual strategies for identifying and reducing risks and recording individual strategies to prepare for an emergency. This may include but is not limited to:

- ✓ procedures for evacuation, including an evacuation plan which:
 - is tested and reviewed regularly (a minimum of once per term) and caters for the movement of staff and students from both buildings and grounds
 - includes strategically located evacuation diagrams which use the building/site plans and highlight evacuation routes and exits, and assembly areas, building locations and special features, water (including hydrants), electrical and gas control points
 - details the roles and responsibilities of staff with respect to security, communication, evacuation control, parent notification and collection of students, as well as the responsibilities of students (e.g. obeying instructions)
- ✓ procedures for lockdown when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat e.g. aggressive or violent intruder, siege/hostage incident, armed robbery
- ✓ procedures for preserving a crime scene and protecting evidence
- ✓ how information will be gathered about any local threats
- ✓ training requirements for staff and students (e.g. frequency of drills) including the training of temporary staff
- ✓ communication strategies and warning systems to be used in specific incidents (e.g. use of mobile phones, public address system, evacuation tones) and arrangements for regular checking of warning systems, signs and notices
- ✓ communication strategy which details how information will be disseminated during / following an event: information to students, staff, families, the department, including consideration of legal and media issues and whether a newsflash or other follow-up is required

BUILDING/AREA WARDEN INSTRUCTIONS		
Emergency Role	Person	Task / Location
Emergency Controller	<ol style="list-style-type: none"> 1. Melissa Thomson 2. Kate Trulson 3. Melissa Bland 	<ol style="list-style-type: none"> 1. Receive All Clear reports from Evacuation Centre. Meet Fire/Emergency Services Contact Melissa Thomson or in Melissa's absence, either teacher on staff Katie Trulson or Melissa Bland
		<ol style="list-style-type: none"> 2. Organise emergency evacuation practices. Move to and oversee evacuation assembly area Check with teachers that all students are accounted for.

EMERGENCY CONTROL PROCEDURES:

- Emergency control procedures provide guidelines for appropriate action by responsible personnel during identified emergencies.
- Below are possible identified emergencies and procedures for meeting those emergencies.
- Area wardens will be notified verbally of any failure in services and of what action will follow.

BOMB THREAT

Evacuation will remain in force until status is determined by external emergency service and the 'all clear' announced.

STRUCTURAL COLLAPSE

Teachers will initiate evacuation of affected areas. Evacuation of additional areas will be determined by the School Emergency Controller.

MISSING CHILD

Administration Staff, Principal and/or teaching staff to be informed of missing child. The child will be called out for and the buildings and surrounding grounds searched (including areas immediately outside the school boundary.) If child is not located the parents will be notified and police called. If a staff member witnesses a child being removed they must immediately contact the School Emergency Controller who will notify the police. If the threat will affect other students, follow procedures outlined for siege/hostage/firearms.

FIRE

Teachers will be notified verbally that an evacuation/dismissal is to occur.

FLOOD/WIND STORM/OTHER NATURAL EVENT (INCLUDING CYCLONE)

Teachers will be notified verbally that an evacuation/dismissal is to occur.

HAZARDOUS FUMES/LEAKS

Teachers will be notified verbally that an evacuation/dismissal is to occur.

OUTBREAK OF DISEASE/PANDEMIC

Teachers will be notified verbally that an evacuation/dismissal is to occur.

SIEGE/HOSTAGE/FIREARMS/SNAKES

Any staff member who sees a potentially dangerous situation including snakes, should contact the front office immediately. The Principal or delegate will issue a "Code Red" command. **A whistle will sound via megaphone or sports whistle will sound 3 long blows to indicate lockdown.** All doors should be locked and everyone should find a place that minimises their profile from outside the room. If a class is outside the nearest practical room should be accessed or other action taken (e.g. crouching down and huddling together) that would minimise risk. At the conclusion of the emergency a message will be given in person or via phone that the "Code Red" situation is over.

FOUL AIR AND AIR-CONDITIONING FAILURE

Area wardens will initiate evacuation of effected areas if necessary; notify School Emergency Controller and Administration Manager.

Teachers

Upon receipt of notification to evacuate, teachers will

- 1)Collect roll
- 2)Check storerooms and withdrawal rooms.
- 3)Evacuate classroom with students and any visitors.
- 4)Ensure supervision of students with special needs.
- 5)Proceed to assigned evacuation assembly area.
- 6)Call roll
- 7)Advise assigned Area Warden of absences and/or full attendance.
- 8)Wait for further instructions.

EVACUATION PROCEDURES:

Authority to evacuate

The authority to evacuate lies with the School Emergency Controller (School Facilitator). However, in the case of a fire, that authority has been delegated to the person discovering a fire.

Decision to evacuate

With most emergencies the decision to evacuate remains with the School Emergency Controller. However, as indicated above, the evacuation authority and its subsequent decisions have been delegated in specified emergencies. In the event of foul air, structural collapse and explosion, an Area Warden or class teacher will initiate an evacuation and then inform the School Emergency Controller.

Evacuation Control

The Emergency Controller is in control of all evacuations. Assistant Controllers will:

- coordinate evacuation
- oversee evacuation assembly point
- organise search and rescue
- organise first aid

Area wardens will supervise evacuations

Evacuation Movements (Refer to map)

All rooms will be evacuated.

The whole school will evacuate as per the **Evacuation Map**.

Avoid all buildings.

Avoid going near the emergency.

If evacuation routes are not safe, teachers will find an alternative safe route to the safest assembly point on advice of the Fire Officers.

If inhalation of smoke from burning buildings is a threat in designated evacuations area, teachers will relocate staff and students to a more appropriate site.

In case of extreme emergency, the school, under the direction of the Emergency Controller will move to the secondary evacuation site which is the **Lagoons Resort**.

Note: *If an emergency occurs before school:*

- a) Children, led by staff members, to assemble at evacuation area
- b) Siren to be sounded by a staff member on premises**
- c) On evacuation staff member, if possible, to collect emergency kit and class lists from the office
- d) Consideration to be given to direction of students/parents who continue to arrive at school.
- e) All staff to go to designated areas immediately on arrival at school.

If an emergency occurs at recess/lunchtime:

- a) Emergency controller to organise
 - For an alarm to be sounded and for an announcement for children to assemble in one of the designated evacuation areas or in the case of a lock down, to a suitable internal location.
 - For the collection of current class lists and the Emergency Kit from the office.
- b) Teachers on yard duty to contain and supervise students at the assembly areas until more staff arrive.
- c) All staff to go to designated areas immediately on hearing alarm.

BOMB THREAT

Written Threat:

- (a) Any Goora Gan Steiner School employee receiving a written bomb threat must:
 - avoid unnecessary handling of the letter, envelope, etc; preserve the evidence by placing it into an envelope or sleeve (preferably clear plastic)
 - Immediately report the matter to the local Manager/Supervisor. The Manager/Supervisor must contact the Police (000) and the Principal or Director.

(b) Telephone Threat: Refer to the Bomb Threat Checklist. The Manager/Supervisor must contact the Police and the Principal or her representative.

IMMEDIATE ACTION

- Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- If the threat was left on your voice mail, do not erase.
- Immediately after the caller has ended the call, notify The Principal.

(c) Suspect Object or Mail Item: Any Goora Gan Steiner School employee who discovers a suspect object or receives a suspect item of mail must:

- avoid handling the object or item;
- alert nearby people and retreat from the immediate area;
- immediately report the matter to the local Manager/Supervisor.

The Manager/Supervisor must contact the Police and the Principal or her representative.

BOMB THREAT PROCEDURES

REACTION TO A BOMB THREAT

Remain Calm

Any bomb threat should be taken seriously until determined serious or not. It is imperative that all staff concerned remain calm.

Evacuation

The decision to evacuate the school or to search for the bomb/device will be made by the Principal or their Representative in liaison with Emergency Services. If the decision to evacuate is made the exit route and assembly area is to be searched before commencing evacuation.

Evacuation shall proceed as laid down in the evacuation procedures for the school, but leaving windows and doors open.

The Search

Search teams will be made up of selected staff who are familiar with their particular area of the school. Other staff will proceed with their normal work duties if circumstances permit.

Under no circumstances should residents be made aware of the existence of a bomb threat.

Panic must be avoided at all times!

No action to search or to begin evacuation should commence until direction to do so is received from the Principal or Emergency Services.

Search Guidelines

Staff selected for search duty will be familiar with the particular section of the school and should follow these guidelines:

- Do not use mobile phones, portable telephones or hand-held radios for communication during the search.
- Commence at the outside of the room and work towards the inside.
- Rooms should be searched systematically at three levels, ground to waist high, waist high to eye level and eye level to ceiling.
- Look for objects which are foreign to their surroundings, unusual in appearance, obviously hidden or of questionable ownership.
- Explosive devices are most likely deposited in public areas such as Foyers, Toilets and the Staff Room.

Searchers should look to the following likely hiding places:**Outside Area**

- In rubbish bins.
- In mains boxes.
- In windows ledges.
- Behind signs.
- In pump enclosures.
- In gardens or trees.

Finding a Suspicious Item/Package

- One team member should notify the person coordinating the search.
- One team member should remain to warn other people not to disturb the package.
- Await direction from the Principal or their Representative or Emergency Service Personnel before commencing an evacuation.
- Continue to search as there may be more than one device.
- At no time should a person attempt to move a suspicious package.

Motor Vehicles

All searchers are to proceed with the utmost caution. Parked motor vehicles are also suspect. Ownership of vehicles in close proximity to the school should be ascertained as soon as possible

Return to Classrooms/Work Areas

Should evacuation be necessary staff and students are only to return to their respective classroom/workplace areas on direction from the Principal or their Representative.

BOMB THREAT CHECKLIST

This form relates to the Occupational Health and Safety
Procedure - Emergency Management

1 Initial Actions

Time of call:	AM/PM	Do not hang up!	Keep caller talking
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2 Exact Wording of Threat

3 Questions to Ask

When is the bomb going to explode?	
Where exactly is the bomb?	
When did you put it there?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	

4 Listen for

VOICE	accent / impediment / tone / speech / diction / manner
LANGUAGE	polite / incoherent / irrational / taped / read out / abusive
NOISES	traffic / voices / machinery / music / noises on the line / local call / STD
OTHER	sex of caller / estimated age

5 After the Call Do Not Hang up

Note the time of the end of the call:	AM/PM
Name of recipient (print):	
Signature:	Date:
Report the call to your local Manager/Supervisor, who will contact the Police and the Principal or Director	

CYCLONE PROCEDURES

Cyclones and severe storm weather patterns are a part of life in central coast Queensland. In our region, the cyclone season is from November through to April. All staff are to ensure that they are thoroughly familiar with the following procedures for action on cyclone emergency. These procedures are to be revised annually.

Cyclone Watches and Cyclone Warnings are issued by the Bureau of Meteorology, with regular updates through both radio and television media, and on the website at www.bom.gov.au/weather/qld.

Advice to schools is via the media, and decisions regarding school closures are made on advice from ISQ and Emergency Controller.

TROPICAL CYCLONE WARNING SYSTEM

The Bureau of Meteorology's Tropical Warning Centre will activate a public cyclone warning system should a cyclone develop with the potential to endanger life or property within QLD.

Cyclone Watch A Cyclone Watch is issued when a tropical cyclone, or developing disturbances with potential to become a cyclone, poses a definite threat of gales to the QLD coast within 48 hours but not within 24 hours. Cyclone watch messages are issued every six hours.

Cyclone Warning A Cyclone Warning is issued as soon as gales associated with a tropical cyclone are expected to affect coastal areas within 24 hours. The message identifies communities and coastal areas being threatened and contains the cyclone name, location, intensity and movement. Forecasts of heavy rainfall, flooding and abnormally high tides are included as necessary. Cyclone Warnings are issued every three hours.

CLOSURE PROCEDURES

Pre Closure: The school is to take steps to prepare a cyclone ensuring the safety of personnel and students and the security of plant, equipment and school materials.

Maintenance officer to check the grounds for any items to be stored and/or secured including outdoor equipment.

The EC is responsible for advising schools of the closure of schools. The school will not commence closure procedures until advice is received from the EC. This advice is likely at Stage 3.

During times when a cyclone warning or alert is current, students will be kept away from danger areas such as trees. Where possible students will be kept indoors. The safety of students is the highest priority.

Closure Procedures: Staff Duties and Responsibilities

School Facilitator

- Liaise with EC and listen to media from Bureau of Meteorology updates.
- Coordinate evacuation – contact parents.
- Contact local radio to arrange community announcement re school closure.
- Advise ISQ re school closure.
- Liaise with Police, Emergency Services and local response team.

- Liaise with bus company re school bus needs.
- Supervise office staff and parent communications.
- Dismiss staff as appropriate
- Oversee supervision and coordination of Primary areas including the storage of classroom equipment
- Oversee supervision of teachers and teaching areas
- Coordinate support staff including volunteers

Senior Teacher

- Coordinate Early Childhood area
- Supervise storage of equipment

Classroom Teachers

- If you don't have your own students at the time of announcement, collect students and return to your own room.
- When official confirmation has been received that the school will be closed an Emergency School Closure Record Sheet will be distributed to each class teacher. As students are collected by an adult, record the name of the adult and time against the student's name.
- Unplugged all electrical equipment.
- Store and secure AV equipment, computers and expensive equipment where possible.
- Ensure all student files have been returned to the front office.
- Students not collected after 1 hour are to be taken to the library. Wait for an announcement or message to move to the library.
- Lock classroom doors.
- Deliver Emergency School Closure Record sheets to the Front Office before leaving the school.
- If you have your own children to collect the Principal will then allow you to leave the school.
- Teachers without children will assist with the supervision

Specialist Teachers

- Return students to the classroom teachers.
- Store and secure AV equipment, computers and expensive equipment where possible.
- Assist classroom teachers with storing equipment.
- Assist with student supervision.

Administration/School Facilitator

- Check all non-classroom areas of the school and ensure all students have returned to the classroom teachers. Ensure sick room is vacant.
- Assist with phone calls and communication.
- Act as runner for communications between buildings if required.
- Assist with securing administration records.
- Shut down and store computers.
- Assist where required.
- Arrange for distribution of Emergency School Closure Record Sheets to all classroom teachers.
- Screen phone calls and ensure communication lines are kept open.
- Receive all completed Emergency School Closure Record Sheets.
- Assist with securing administration records.
- Shut down and store computers.
- Assist where required.

Manager Administration

- Oversee operations of the front office and ensure all duties are carried out
- Ensure all administration records are safely secured and stored.
- Ensure all monies are safely secured.
- Oversee office communications
- Ensure all equipment is secured.
- Assist with the storage of equipment.
- Secure and shut-down computer.
- Lock doors and secure areas as they become vacant.

STAFF

The Principal will release staff as soon as possible. Priority for release:

- Collection of own children from childcare or other school
- Long distance to travel
- Collection and supervision of other children
- Other needs

RETURN TO WORK

All staff are to report for work at the earliest practicable time after the cyclone 'all clear' is given.

GOORA GAN STEINER SCHOOL IS NOT A DESIGNATED CYCLONE SHELTER

There are currently no designated cyclone shelters in Agnes Water.

School staff commit to staying up to date with local disaster management updates from state government and council regarding appropriate evacuation shelter for each event.

See Evacuation Map Attached – Appendix B

IN CASE OF EMERGENCY

CALL POLICE, FIRE AND EMERGENCY SERVICES IMMEDIATELY **000**

NOTIFY THE SCHOOL FACILITATOR Melissa Thomson **0412 518 285**

Teacher Kate Trulson **0427 198 444**

Teacher Melissa Bland **0421 559 300**

Agnes Water Surf Life Savers Karen Wardlaw **0438 188 522**
(they are not on site during school operating hours) Tanya O'Shea **0409 594 862**

Board Secretary - Richelle Jones - **0431 240 392**

Board Chair – Kenton Turner – **0431 819 895**

ISQ School Services Team - **3513 6773**

SEA CEO: Virginia Moller - **0455 222 017**

Gladstone Regional Council Disaster Response – Emma Catlin – 4970 0700

