

**LEEMAN PRIMARY SCHOOL
BUSHFIRE PLAN
(2017 - 2018)**

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SCHOOL CONTEXT

Leeman Primary School is a small school with children attending from Leeman and Greenhead. Approximately ten to fifteen students living in Greenhead, travel by bus to and from school each day.

The bus has needed to divert their route once when a bushfire was on their normal route. We have prepared our bus driver for any similar incidents in the future by ensuring there's a carton of water (small bottles) stored on the bus for students in case their return trip home is delayed at any stage (expiry dates to be checked).

The school has recently been notified that it has been put back on the Bushfire Fire Zone Register (BFZR) after being removed only a few years ago. We have included the planning requirements of a BFZ school as part of our ongoing planning.

We are surrounded by bush on the oval side of the school and are within close and safe walking distance to the jetty / beach in case we need to evacuate away from school grounds.

The Principal and/or MCS determine the school's compliance with the *Circle of Safety* requirements and general bushfire preparation / readiness as seen in the *Principal's Guide to Bushfire Preparedness* and prepare a plan with the Gardener. The Gardener is responsible for actioning requirements and reporting progress to the Principal and/or MCS.

This plan has been reviewed by the following emergency service officers:

Kyle Pollitt Community Emergency Services Manager Shires of Irwin, Carnamah, and Coorow; Mobile: 0417 165 056

David McDonald Senior Sergeant Leeman Police; Phone: 9953 0400

Trevor Brandy Fire Services Leeman 0428 521 101

Peter Crispen CEO Shire of Coorow; Phone: 9952 0100 Mobile: 0428 521 100

NOTIFICATIONS / ALERTS

Principal will monitor the DFES website for bushfire alerts / warnings during Bushfire season in terms one and four. The response or action taken by the Principal will depend on the type of alert / warning given.

Jackie Miller
Principal
August 2017

Introduction

This plan is for the **Leeman Primary School** and has been designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

Overview

GENERAL INFORMATION This Bushfire Plan (BP) has been developed during Term Four after consultation with:

- Staff at the school
- members of the Emergency Services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is to be reviewed annually each year to reflect any changes that may have taken place in:

- Department of Education or government policy
- site facilities
- Personnel normally on site.

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide To Bushfire (refer Appendix 1)*

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- on days of Total Fire Ban
- Catastrophic 'Code Red'
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as 'Recovery Phase').

Where applicable, a building is nominated as the **Safer Location** building for this school.

- It has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

The Principal will forward a copy of the site BP to the Regional Executive Director to be held in the regional office

The Principal or delegated officer will forward a copy of the site BP to the emergency services by Week Two of Term Three each year

The Principal or delegated officer will forward a copy of the BP to all families of students of the site at the beginning of Term One each year.

- The BP is explained to the families of new students by the Principal or delegated officer during the enrolment process.
- The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BP during the site induction process.

The Principal will include bushfire season reminders and information in site newsletters in terms one and four or at other times when applicable. Teachers will receive a copy which is updated annually.

All staff members receive pre fire season updates during terms one and four as well as ongoing information and instruction about the contents and requirements of the BP during staff meetings as required.

Bushfire Preparation**checklist****(need to refer to Appendix 1)**

The safety and wellbeing of students, staff and visitors is at all times the Department's main priority. Members of staff are not expected to fight bushfires.

The school is to review (and update where appropriate) the plan on an annual basis and submit the up to date version of this plan to the Regional Executive Director's Office in Term Three.

In this regard, any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts needs to be documented identifying the date and source of the advice.

Date of Review	Reviewing Officer	Date Submitted	Next scheduled Review
15 October 2012	Jackie Miller Principal Leeman Primary School Copy sent to Tim Saxon (Leeman Police) and Bill Plozzer (Fire Dept) for comment	Emailed to Steve Baxter 17/10/13	2014
31 October 2014	Jackie Miller Principal Leeman PS Copy endorsed by Kyle Pollitt (Community Emergency Services Manager) on 24 th October 2014. Mobile 0417 165 056	Emailed to Greg Thorne (RED Midwest Region) on 25/10/14	2016
4 February 2016	Jackie Miller Principal Leeman PS Copy sent to Kyle Pollitt for comment. Amendments made on 8/2/16		2017
31 October 2016	Jackie Miller Principal Leeman PS sent copies to Community Emergency Services Manager); CEO Shire of Coorow; Leeman Fire Services, Leeman Police in last week of October 2016. Amendments made in November 2016. Distributed to relevant parties in November 2016.	Updated version mailed to Greg Thorne (RED Midwest Region), CRS and CRO in November 2016.	End of 2017, ready for 2018
16 August 2017	Jackie Miller, Principal Leeman PS distributed copies to Community Emergency Services Manager); CEO Shire of Coorow; Leeman Fire Services, Leeman Police in mid-August 2017 at LEMC meeting on 16 August in Leeman for feedback. Feedback provide and plan was reviewed.	Updated version emailed to Greg Thorne (RED Midwest Region), CRS and CRO on 22 August 2017.	End of 2018, ready for 2019

Preparing for Bushfire Season

- The Principal must ensure all students and staff are aware of the School's bushfire response plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. Suggested draft text for the school newsletter is available in the *Principal's Guide to Bushfire (Appendix A6)*
- The Principal should establish contact with emergency services, including DFES, Shire of Coorow, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Schools located in bushfire prone areas need to incorporate key bushfire messages in their curriculum.
- Communication plans (including emergency contacts and a telephone tree) need to be in place for evacuation or planned closure. See *Appendix 4 for a Communication Plan, Appendix 5 for Sample Emergency Contacts and Appendix 6 for a telephone tree*
- The School has an effectively working emergency warning or alert system and emergency communication equipment is available and working.
- Schools have in place systems to account for students, staff and visitors in an emergency, such as class rolls (or equivalent) and visitor registers. Consideration should be in place for situations such as a loss of power affecting the ability to print from electronic sources.
- Arrangements in place in relation to school buses if appropriate (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation required).

Pre-emptive Closure

- The DOE Incident Controller (normally the Deputy Director General, Schools or delegated officer) will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal via the Regional Executive Director.
- The Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the draft letter to parents in the *Principal's Guide to Bushfires advising of pre-emptive Closure (Appendix A7)*, being mindful of parent's level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Citizens Association (P & C).
- If appropriate, bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire*, both physically at the school and electronically on the website.

During Evacuation

- The school will contact their Regional Executive Director and the Department's Media Unit.
- The school will contact parents via phone or email.
- The school will notify bus contractors and out of school programs.
- The school has a landline **9953 1083**. Parents should restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to <http://www.dfes.wa.gov.au/> .

NOTE: DFES are introducing the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from <http://www.dfes.wa.gov.au/pages/default.aspx>).

The Principal communicates directly with Regional and Central Office personnel including any media communications. Staff should not comment directly to media.

Reopening the School

- The Regional Executive Director is to advise the Principal when the school can re-open.
- Parents need to know when the school is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfires advising of pre-emptive Closure- Appendix A7*).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. Bus Contractors, Out of hours users, P&C) should be advised of reopening.

TYPES OF FIRE EVENT

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **Bushfire Plan** will be activated.

1. Total Fire Ban

In the event of a Total Fire Ban the **Bushfire Plan** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:

- you must not light or use any fires in the open air;
- all open fires for the purpose of cooking or camping are not allowed;
- 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
- You must not undertake any other activities that may start a fire.

The DFES advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where there use is likely to cause fire.

It is also necessary to ensure:

- The equipment or machinery is mechanically sound.
- All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority you are able to harvest or move vehicles across paddocks for agricultural purposes.

Individuals could be fined up to \$25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting www.dfes.wa.gov.au

2. Catastrophic Fire Danger

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria. If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

Category	Fire Danger Index (FDR)	Action
Catastrophic	100+	Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services.
Extreme	75-99	Monitor DFES website
Severe	50-74	Monitor DFES website
Very High	32-49	Normal school operations
High	12-31	Normal school operations
Low-Moderate	0-11	Normal school operations

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the flow chart at Appendix 2 (refer to *Principal's Guide to Bushfire* for all procedures and sample letters).

2.1 Planned Pre-emptive Closure

Regional Executive Directors will contact Principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State. The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give Principals as much notice as possible to prepare written documentation for parents. Schools should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent. The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby. It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans. Your Regional Executive Director confirms with the Principal the final decision to close the school no later than 1.30 pm the day before the planned closure. If weather conditions become less severe after 1:30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The DFES is the final authority on advice about which schools are in danger and the level of risk at the time. The Deputy Director General, Schools makes the final decision as to whether or not a planned closure of public schools is to proceed, based on DFES's advice.

2.2 During a Planned Closure

The Principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure. The template letter to parents contains advice on how parents can monitor the situation. The school will need to put communication plans in place, such as placing a notice on the school website and providing a number for parents to call for information about the reopening of the school. Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

3. Bushfire

In the event of a bushfire threatening the school, the school will notify DFES and the **Bushfire Plan** will be invoked by way of the school siren (button to press is in the staffroom).

3.1. Bushfire- Watch community

During a bushfire, Emergency Services provide as much information as possible through a number of different channels. There are three levels of warning, **ADVICE**, **WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives.

3.1.1 Advice

If the school is likely to be threatened by the fire, activate the Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.

An ADVICE provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the school. Turn off evaporative air conditioners. Regular checks of the school are to be undertaken paying special attention to the evaporative air conditioners.

3.1.2 Watch and Act

A WATCH AND ACT message tells you the fire conditions are changing and there is a possible threat to lives and the school. The Principal's decision to leave or relocate students, staff and visitors off site should be based upon assessment of known information and current circumstances, including advice from emergency services or observations at the time of the event.

3.1.3 Emergency Warning

An EMERGENCY WARNING is the highest level of warning and tells you of immediate danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen-there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The School should activate their Bushfire Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point, notify DFES Communication Centre of your decision and relocation point. The Principal is to liaise with the Regional Executive Director. **If it is not safe to evacuate, direct all students, staff and visitors to the school's Safer Location.**

3.2. Bushfire- Act

3.2.1 Response when a bushfire starts and the school is open

3.2.1.1 Off-Site Evacuation Procedure

School to evacuate off-site on advice from DFES

Has the evacuation to the off-site safer location been approved and how long will it take to get there in case of evacuation.

- All students remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students/adults with known respiratory conditions identified & given special consideration.

Parent Access

Parents will be informed when and where to pick up students upon advice from the school or through DFES or Incident Controller.

3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.

- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to **(MIDDLE ROOM OR UNDERCOVER AREA)**. See Appendix 3 for a sample safer location evacuation plan.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students.
- Doors and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified, supported and given special consideration.

Parent Access

To be advised **NOT** to pick up students; to monitor local media for specific access information.

3.2.2 Response when a bushfire starts and the school is closed

If the DOE Incident Controller makes a decision on school closure based upon advice from Emergency Services, the Regional Executive Director will inform the Principal of closure.

The Principal is to notify staff and parents using the emergency contact list (see Appendix 4 for a Sample Communication Plan) of Closure.

The Department of Education Incident Controller will, in consultation with the Regional Executive Director identify alternative accommodation of students and staff if required. The Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

The Department's Incident Controller in consultation with DFES will inform the Regional Executive Director when the school can reopen, who will inform the Principal accordingly.

3.2. Bushfire- Act

3.2.3 Recovery

The priorities for the school during recovery are

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

General

- When possible, return to normal routine.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact Building Management and Works to commence repairs. The Department should be advised of damage caused by the bushfire.
- Attend to security if necessary (Contact Head of Security at Central Office on 9264 4825).
- Manage Administrative details including insurance.


Debrief

- What worked, what didn't?
- Was anything overlooked?
- What could you do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*

APPENDICIES

1.COMPLIANCE: Bushfire Preparation Checklist

	Department of Education	Bushfire Preparation Check List for the Summer Months
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Principals should be thoroughly familiar with their current plans for dealing with bushfires. All staff members should be aware of their responsibilities in accordance with the plans.

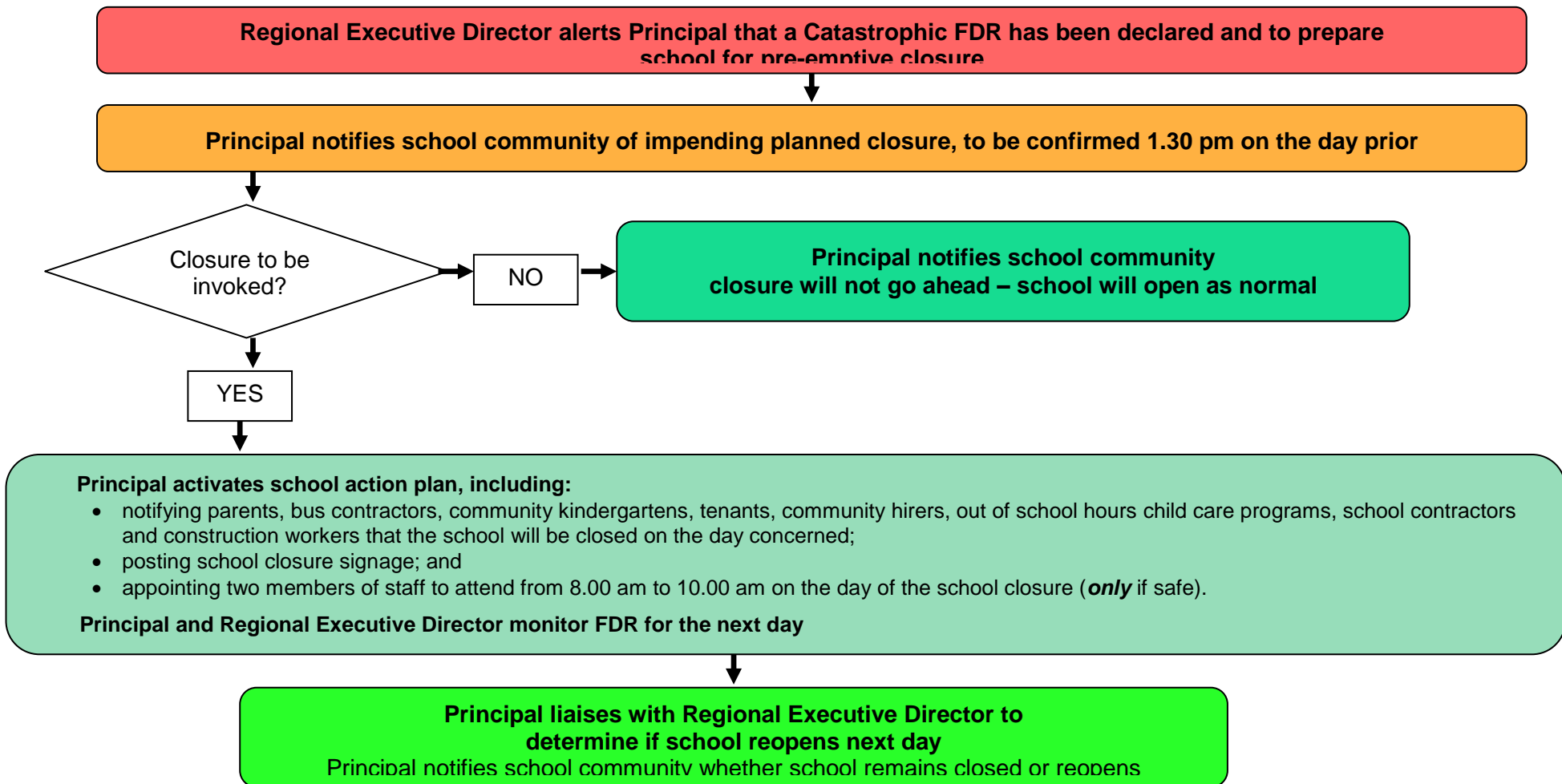
MANAGEMENT ACTIVITIES Tick when task has been completed, or write NA if not applicable.

The School <i>Emergency and Critical Incident Management Plan</i> includes a plan for dealing with bushfires. Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.	
<ul style="list-style-type: none"> Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan. <i>Note sent home in first two weeks of terms 1 and 4 to parents and distributed to teachers & students.</i> The bushfire plan must be reviewed prior to each bushfire season and a copy forwarded to your education regional office. <i>Reviewed and updated in August 2017.</i> 	√
If school is on the Bushfire Zone Register, the principal (or a nominated staff member) has established contact with emergency services, including DFES, Shire of Coorow, the local volunteer fire brigade, WA Police, our Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM) and incorporated their feedback into the plans (as required). <i>Copy sent to each emergency service listed.</i>	√
<ul style="list-style-type: none"> Refer to Emergency Alert warning system (www.emergencyalert.gov.au/) Emergency Services must be informed of your nominated Safer Location as part of your <i>Emergency Critical Incident Management Plan procedures.</i> 	√
Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum. <i>DFES resources link given to teachers at start of term four so key messages can be included in curriculum planning.</i>	√
Evaporative air conditioners – awareness of location of the switches and how to switch off the units.	√
Communication plans (include telephone tree – see Appendix D1) are in place for evacuation or planned closure. <i>Displayed in staffroom and front office.</i>	√
Practice evacuation drills prior to October and at least once per term during the bushfire season, October to March. <i>There is a minimum three drills per year.</i>	√
School has a correctly functioning emergency warning or alert system. <i>Wired evacuation siren in staffroom (button on the wall) and portable loudspeaker / siren also in staffroom.</i>	√
Emergency communications equipment is available e.g. mobile telephones (personal), hand-operated fire alarm (portable siren), portable radios and spare batteries are all in Emergency Evacuation Crate in office.	√
Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors. <i>Each classroom has a laminated whole school roll & texta (taken out with staff).</i>	√
First aid equipment is available and staff members trained in first aid have been identified. <i>Sharon Buckeridge / Helen Fowler have been identified as having current First Aid Certificate and timetable showing their availability displayed in the classrooms and staffroom.</i>	√
<i>Evacuation kit should be checked at least once per term (expiry dates /</i>	√
Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required) <i>Bus driver informed./ Check expiry dates and water bottle supply on bus each year (for emergency use only)</i>	√
Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days. <i>Gardener to be informed if severe fire danger warning is applicable.</i>	√
A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4). <i>Middle Classroom OR Undercover area (if undercover area is used, the wire hook used to reach and close the roller doors is in the staff room tucked in the space between the medical cupboard and the reading room).</i>	√
BPZ (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials. <i>Completed by Gardener in first two weeks of terms one and four (CIRCLE OF SAFETY)</i>	√

2. Catastrophic Event Flow Chart

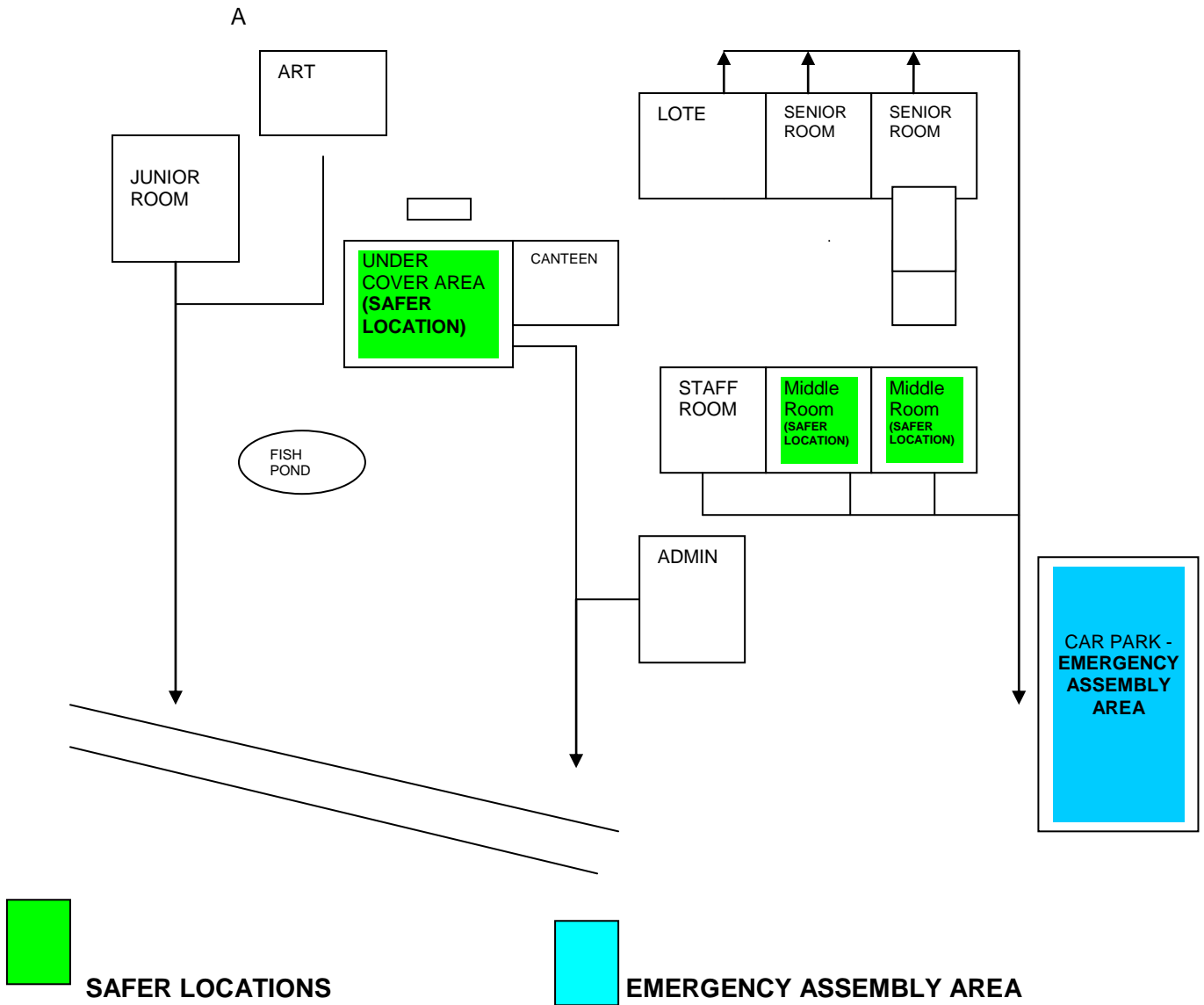
In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters)

PRINCIPAL'S RESPONSE TO Catastrophic Fire Danger Rating

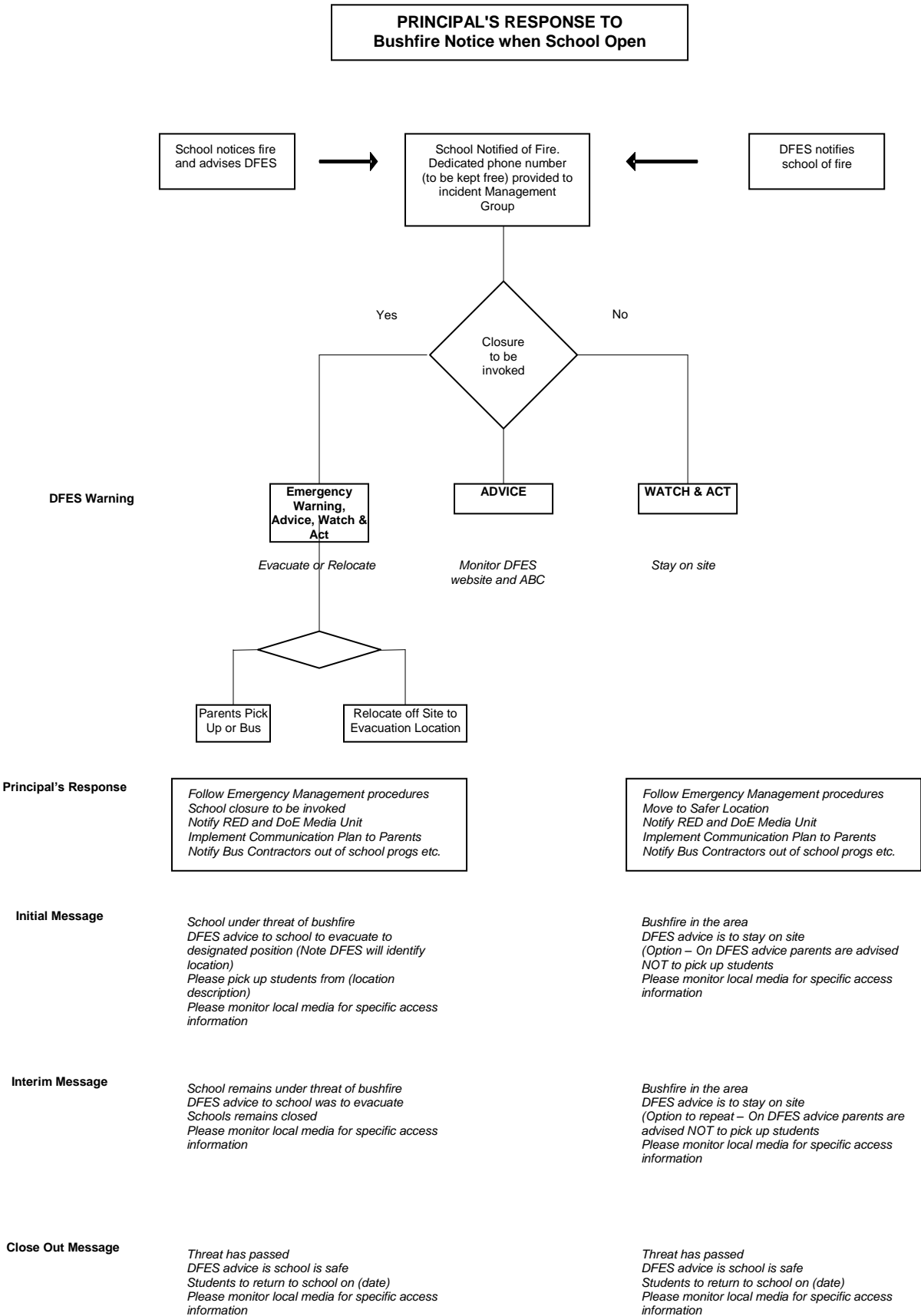


3. Sample School Site Plan and Evacuation Routes

Insert your school's map here - include the Safer Locations, location of fire hydrants, electrical switch boards, phones and communication board.



4. Communication Plan



Emergency Response Contact List

In the case of an EMERGENCY Call 000

Assess → Evacuate → Inform → Organise → Undertake

EMERGENCY CONTACT & PHONE NUMBERS		ROLES AND RESPONSIBILITIES	
Police	Leeman: 9953 0400 Jurien Bay: 9652 0600	Evacuation: Principal Invacuation: Principal Checking Rooms: Principal School evacuation plan shows roles and responsibilities.	Siren/Pause x 3 or Continuous hand bell Continuous siren or whistle blasts
Ambulance Medical Centre	000 Leeman: 9953 0100 Jurien Bay: 9652 0200	Communication: Principal / Manager Corporate Operations Administer First Aid before arrival of ambulance if needed.	Make contact- give all details Accredited FIRST AID Officers: Helen Fowler (Tu-F) Sharon Buckeridge (TBC 2018)
Fire	000 Trevor Brandy: Leeman Fire Services 0428 521 101 Kyle Pollitt: Community Emergency Services Manager Mobile 0417 165 056	Marshalling Evacuation: oval Invacuation: Safer place (middle classroom or undercover area)	Teachers Teachers
Bus Contractors	Manager: Jerry O'Callaghan Work: 9953 1042 Mobile: 0427 600 539 Drivers: Jo, Greenhead 0458 593 388 Sue, Jurien 0418 864 048	Communication: Principal Manager Corporate Services (Registrar)	Principal Manager Corporate Services (Registrar)
Power Outage (Horizon Power or Western Power)	131351	Communication: Principal Manager Corporate Services (Registrar)	Principal Manager Corporate Services (Registrar) Staff member if necessary
State Emergency Service	Kyle Pollitt: Manager Community Emergency Services Mobile: 0417 165 056 State Emergency Services (storms, floods, bushfires) 1300 1300 39	Communication	Principal Manager Corporate Services (Registrar)
Poisons Information	131 126	Next of Kin Notification	Principal (Police if death)
REGIONAL DIRECTOR Name	Greg Thorne Work: 9956 1600 Mobile: 0419 909 310	Reporting and Review	Principal
PRINCIPAL	Jackie Miller	(w) 9953 1083 Mobile: 0407 386 444	
MANAGER CORPORATE SERVICES (Registrar)	Terri-Anne Marriott	(w) 9953 1083 Mobile: 0400 096 532	

In the case of an EMERGENCY Call 000

Telephone Tree Out of Hours (updated August 2017)

