



Mountain Creek State High School

Lady Musgrave Drive
Mountain Creek Q 4557

2020

FACILITIES PLAN

2019 - 2022



2020 ANNUAL IMPROVEMENT PLAN

STRATEGIC DIRECTIONS (2020-2022)

Our Core Purpose is: **To inspire a love of learning**

Our Values are:

To be an innovative and socially responsible school maximising student outcomes for young people in a safe, secure and well-ordered environment to prepare them for the productive future of active citizenship and employment in a global society.

Our Motto is: **Quality, Opportunity and Excellence**

Our Goal is: **Individual success locally, nationally and internationally for all students.**

Therefore we will be focused on:

- **Providing high quality educational leadership.**
Through our **Leadership Plan** we aim to ensure that we are all learners and that we inspire leadership at all levels in the school. We aim to explore best-practice leadership and management and build leadership capacity across the school
- **Providing diverse curriculum pathways.** Through our **Curriculum Plan** we will maintain a high quality, diverse, global and differentiated curriculum ensuring future employment options in a rapidly changing workplace. We recognise and respond to individual learning needs within the learning culture of the school and the community
- **Positive relationships around learning whilst promoting excellence in behaviour and performance in our community.**
Through our **Student Services Planning** we work to ensure relationships between staff, students and parents demonstrate care, safety, discipline and happiness. Calm, open and positive communication will underpin all relationships. Establishing a proud, respectful and diverse culture that values and accepts excellence through pursuing high performance by staff and students and fosters learning partnerships with the community
- **Delivery of high quality classroom practices integrating current technology.**
Through our **E-Learning Plan** we aim to implement high quality classroom digital learning practices seamlessly integrating modern technologies into student learning behaviours
- **Excellent Facilities and grounds.**
Through our **Facilities Plan** we aim to create 21st Century learning spaces facilitating 21st Century skills whilst maintaining an environmentally sustainable design and pleasant ambience throughout the school
- **High quality teaching and learning.**
Through our **Effective Teaching and Learning Plan** we will build teacher capacity to cater for the diverse learning needs of all our students. We will develop school-wide pedagogical practices that provide a platform for professional learning and engagement
- **Workforce development, selection and recruitment.**
Through our **Workforce Plan** we will build the capacity of all staff to perform their roles and responsibilities in a constantly changing work environment and ensure they are well equipped to support student learning.

2020 PRIORITIES:

1. Collins Writing
2. Performance of Boys
3. Marzano's Art and Science of Teaching (with a focus on Design Questions 3 and 4/Higher Order Thinking/Inquiry Q'Build learning)
4. Lifting the performance of U2B/U4B students
5. Excellence in student behaviour/engagement and well-being
6. Senior Assessment and Tertiary Entrance/ACARA

Successful Learners

1. **Improve Student Performance Data with a specific focus on:**
 - Improving student writing performance utilising **Collins Writing** across the school.
 - Supporting **all students** in all subjects achieve C or better with a **focus on boys.**
 - Increasing the relative gain performance data in Yr 7-9 students across Reading, G and P & Writing; the sharpest focus will be on the relative gain for **high performing students.**
 - Improve the performance of high performing students on **Higher Order Thinking** questions on standardised testing.
 - **Lifting the performance of U2B/U4B students**

High Standards

2. **Positive relationships around learning whilst promoting excellence in behaviour and performance in our community, with a specific focus on:**
 - **Students Behaviour/Engagement and Well-being**
 - **Performance of Boys**
 - **Improved Attendance**

Great People-Teaching Quality

3. **Improve Teacher Quality (Investing for Success) through:**
 - The consolidation of **Marzano's Art and Science of Teaching** as the school-wide pedagogical Framework with a focus on Design Questions 3 and 4.
 - Improving teacher capacity to teaching **Higher Order Thinking & develop H.O.T. skills in high performing students.**
 - Improve teacher capacity to plan and deliver **inclusive teaching and learning practices in all classes.**
4. Undertake whole school Curriculum Review to align our curriculum framework to ACARA and changes in State & National and International curriculum, assessment and reporting requirements. **Specifically focusing on Senior Assessment & Tertiary Entrance (SATE) and the latest versions of ACARA**

School-wide Key Targets for 2020 – High Standards

100% of Year 12s achieving QCE or IB

A minimum of 90% of students achieving A, B or C in all subjects

A minimum of 30% of Year 7 and Year 9 students in Upper 2 Bands in NAPLAN Writing/Reading/G and P

A 10% reduction across the school for incidents of disruption to learning and a 30% reduction in incidents involving boys

50% of applicants for student leadership positions are male

A minimum of 30% of OP eligible students with an OP 1-5

A minimum of 90% of OP eligible students with an OP 1-15

Introduction

Mountain Creek State High School is a coeducational government school situated at 100 Lady Musgrave Drive, Mountain Creek, on Queensland's Sunshine Coast. The School was established in a staged sequence commencing in 1994 on the site of the former Mooloolaba Airport and has grown from an enrolment of 360 in its foundation year to nearly 2130 students in 2019. In this relatively short time the School has been recognised for its progressive and innovative approach to education underpinned by a supportive school culture and engaging education programs. As an International Baccalaureate School Mountain Creek SHS also has a strong international focus in its curriculum and operations. Mountain Creek SHS has actively fostered partnerships with local service providers and the community to improve opportunities for student engagement in the workplace and participation via enhanced study options, charity work, networking and other educational opportunities.

Mountain Creek is continuing to grow with forecasted enrolments of 2700 students by 2021.

Planning our Facilities

Future planning of facilities will align to our Purpose and Values. Our Core Purpose is "To inspire a love of learning". Our values are "to be an innovative and socially responsible school maximising student outcomes for young people in a safe, secure and well ordered environment to prepare them for the productive future of active citizenship and employment in a global society".

Mountain Creek State High School facilities contribute to the health and wellbeing of students, staff and the community and strengthen positive environmental, social and economic outcomes for current and future generations. When planning for new facilities consideration will be given to innovative ways to operate and finance school facilities with our student learning and welfare always at the forefront of this.

This can be achieved by:

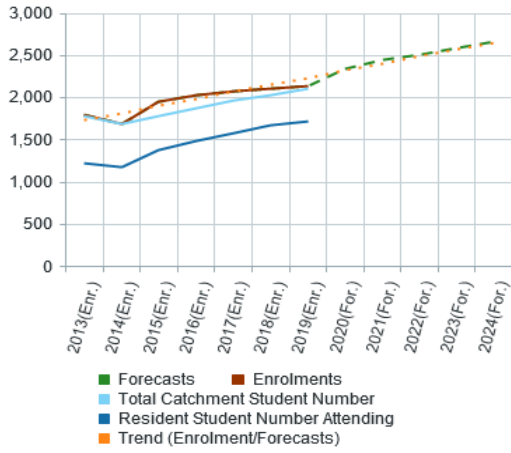
- Operating a split timetable to maximise the use of specialised spaces and provide a wider range of subject choice for our students.
- Innovative design that incorporates 21st Century learning.
- Aligning facility use to our Curriculum.
- Purpose and multi-functional spaces that can be used for a wide range of use including community use and be able to adapt over time.
- Utilising partnerships with the wider community and sharing places and spaces that maximise student use but also cater for our community needs.

There have been considerable facilities development in the past 8 years including a new Creeker Central covered Area, extension and refurbishment of the Science Laboratories and extension and refurbishment of the Canteen. In 2018 an Outdoor Covered Sports Centre was built containing 3 Multi-purpose courts. In 2019 the Leading Edge STEM Centre was built. This building includes 2 flexible learning areas, 16 general learning areas, 2 STEM areas, 2 robotics areas and 3 science areas. 25 new classrooms in total. The building also has the capacity to enclose the ground floor with another 8 general learning areas future proofing the school for continued growth. New Sports shed for AFL and Rugby League was also built in 2019.

Mountain Creek State High School

Facilities Planning

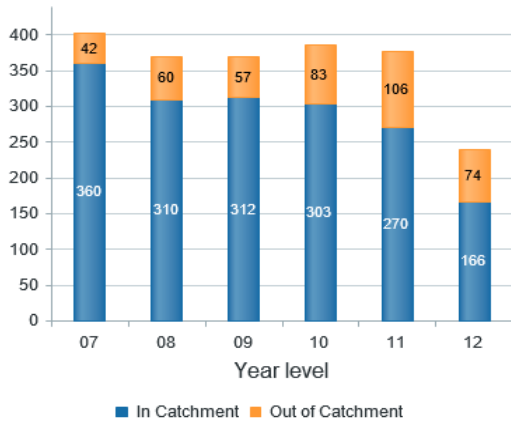
Enrolment forecasts (Oct-19)



Classroom utilisation

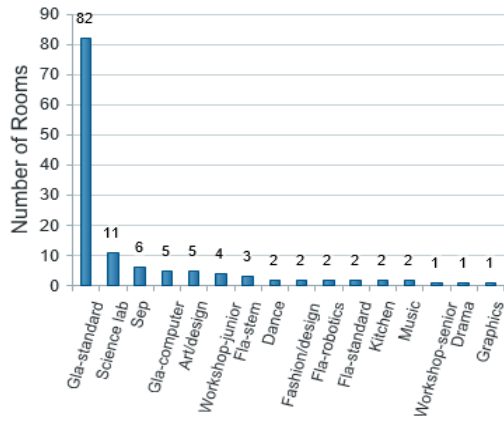
	Capacity	
100 permanent rooms	2,144.00	(Nov-19)
26 relocatable rooms	436.00	
Total student enrolment capacity (a)	2,689	(Nov-19)
Enrolments (b)	2,143	(Feb-19)
Utilisation (%) (b/a)	0.80	
School EMP in force	1.00	(Nov-19)

Enrolments by year level (Feb-19)



Number of rooms with capacity (Nov-19)

Total number of rooms = 131



Catchments (Feb-19)

Feeders and leavers (Feb-19)



Facilities Plan

Facilities Use

Capital Works

*SSIP
School Strategic
Infrastructure Plan*

Minor Works & Furniture

Security

*Maintenance – ALCA
Asset Life Cycle
Assessment
Planned Maintenance*

Service Maintenance

*Unplanned Maintenance
(Routine-non urgent)*

Pool Program

Use of our Facilities

School:

Mountain Creek State High School's highest priority for access to our facilities is our students and teaching team. Our students will have priority access to ensure quality of teaching and learning. The school operates on a split timetable with senior students classes starting at 7.30am and finishing at 12.55pm and junior students starting at 10.30am and finishing at 4.05pm. The priority use of our facilities is for our students and staff between 7.30am to 4.05pm from Monday to Friday each school term.

Staff:

Mountain Creek State High School will utilise some school facilities to promote staff health and well-being and provide school supported access to some facilities for extra-curricular and well-being programs. Mountain Creek staff operating/leading non-school directed activities or for profit opportunities are required to follow the same facility use agreements as all community groups/organisations.

Community:

Mountain Creek State High School recognises that schools are valuable community facilities. While our primary function is to be a place of learning for our students, there are many times when the buildings and grounds are not in use. Mountain Creek State High School encourages members of the community and education groups to use school facilities when available. This is a way of sharing a unique resource, and strengthening the partnership between schools and the wider community. Our grounds and ovals will be available pending weather and school activities for the first week of each term holiday period. The grounds and ovals will not be available the first week of the Christmas vacation and the two weeks prior to school commencing in January each year.

Below is our list of priority when allocating use of facilities and discount to hire fee apportioned for out of hours use:

- 1) Mountain Creek State High School students access and Department of Education students of school age. Out of hours hire fees for extra-curricular activities (50% discount in hire rate per hour).
- 2) Organisations of a non-for profit nature who provide extra-curricular activities for our students or students of school age. (50% discount in hire rate per hour).
- 3) Organisations of a non-for profit nature who provide a service to a specified group of students. (50% discount in hire rate per hour).
- 4) Organisations of a non-for profit nature who provide a service to the community. (25% discount in hire rate per hour).
- 5) Private organisations who wish to hire the facility to provide health and well-being programs to the public. (no discount to hire rate).
- 6) Private organisations who wish to hire the facility for financial gain. (no discount to hire rate).

Note: All external organisations will need to complete 'facility use agreements' and provide copies of relevant paperwork including public liability insurance.

External use of facilities will **not** be approved to organisations who are contrary to the Ethos, values and purpose of the Department of Education and Mountain Creek State High School. This would include those that promote or participate in the following:

- activities that are discriminatory, obscene or degrading;
- activities that may incite people to commit illegal acts or violate laws;
- activities that promote tobacco products, alcohol, drugs, the sex industry, gaming and gambling, or religion;

- activities that promote the services of high interest short-term loans, commonly known as ‘payday lending’;
- activities that involve politicians, political parties, political organisations and political aspirants;
- activities that promote or condone alcohol consumption or drink driving by young people
- activities that portray violence, undue aggression, and menacing or horrific elements likely to disturb children and young people or likely to disturb people in general ;
- activities that use sexual overtones to advertise products or services or be otherwise objectionable or offensive;
- activities that conflict with the core business of the department;
- activities that involve an endorsement of products or services;
- activities that may not be consistent with any existing policies or key strategies of the department or Queensland Government;
- activities that conflict with events and initiatives of the Queensland Government;
- activities that compromise privacy including providing personal information about students, parents/guardians, staff or other members of a school community to any organisation not authorised to access this information;
- activities that involve students providing personal information in order to access services provided by a company.

School Infrastructure Enhancement

The School Infrastructure Enhancement (SIE) initiative supports state schools by maintaining and refurbishing school facilities to improve their condition and functionality.

The \$300 million, four-year program is allocated to repair, repurpose and modernise school buildings. The aim is to provide functional, fit-for-purpose and well-maintained school facilities that align with modern curriculum learning outcomes. (Appendix I)

Maintenance

2019/2020 Planned Maintenance and Unplanned Maintenance allocation = \$153,046.

2020 Budget Planned Maintenance = \$163,024, 2020 Unplanned \$76,52.

Asset Life Cycle Assessments

Asset Life Cycle Assessments (ALCAs) replace the former condition assessment program which identified building defects and produced an annual Maintenance Assessment Report.

Delivery options

Schools can choose their maintenance provider at the start of each financial year.

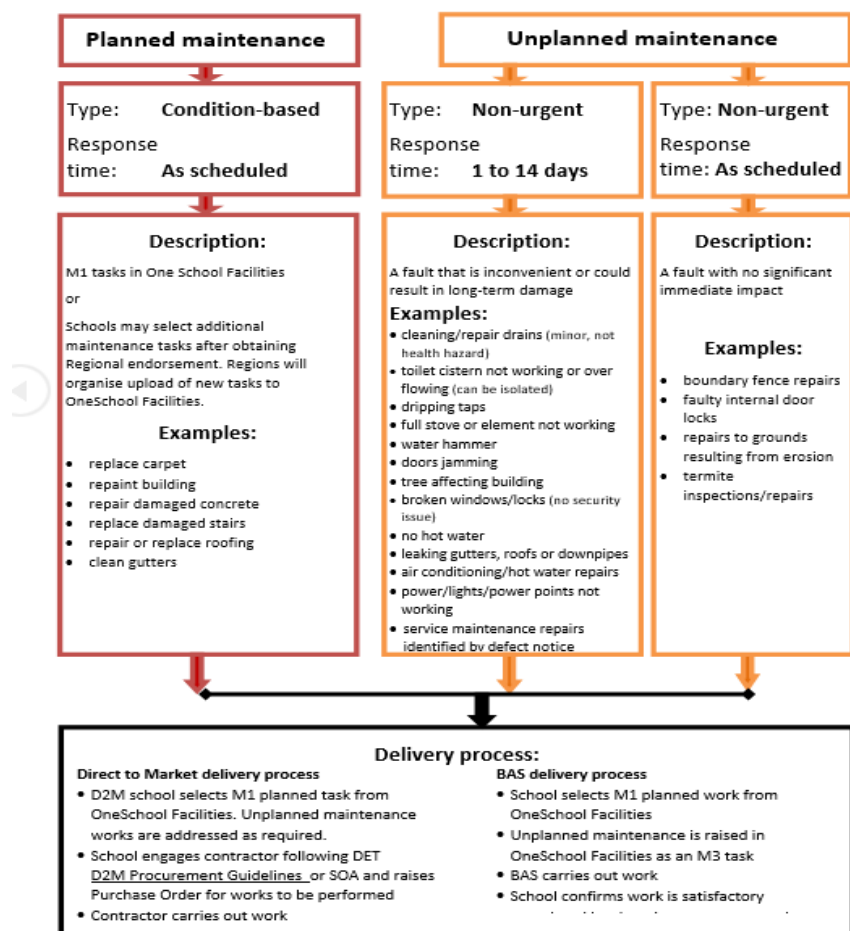
Schools may choose to have Q’BUILD deliver all their maintenance needs, or to undertake Direct to Market delivery, where they directly engage contractors to deliver their school maintenance requirements.

Direct to Market (D2M) maintenance delivery

Where schools opt for D2M maintenance delivery, funding for both planned and unplanned maintenance will be directly deposited to school bank accounts. Planned maintenance funding is used to complete M1 maintenance tasks in OneSchool Facilities. Unplanned maintenance is undertaken as required. This is targeted funding and must be spent on maintenance activities.

Schools may choose to allocate funding to planned or unplanned maintenance according to need, however, it is generally appropriate for funding to be divided 50/50. Schools should work with their infrastructure advisors to determine an appropriate division and to adjust allocations as required.

D2M schools must follow the department's procurement policy when engaging contractors. Schools choosing D2M will be able to use a small percentage of their planned maintenance budget (generally no more than 5%) to fund project management/procurement activities



Pool maintenance

The school swimming pool maintenance program covers maintenance of the pool shell, immediate surrounds up to 3m from the water's edge, underground pipework and filtration systems. All other swimming pool maintenance tasks (e.g. repairs to grandstands, fencing or amenities buildings identified through the school's condition assessment) should be addressed under the school's annual maintenance allocation.

Q'Build carries out an annual swimming pool condition assessment to identify and prioritise pool maintenance tasks. The swimming pool maintenance program is managed by the department's central office in partnership with Q'Build.

Maintenance works are programmed (where possible) to minimise disturbance to the school's swimming program. When breakdowns occur, the necessary works will be actioned as quickly as possible to return functionality.

Service maintenance

The service maintenance program is managed by the department's central office in partnership with Q'Build.

The following are two types of service maintenance in schools:

- **Statutory:** The minimum level of maintenance needed to meet legal and other statutory requirements contained in Commonwealth and State Acts and Regulations. This maintenance is defined as statutory maintenance under the Maintenance Management Framework (MMF) and must be carried out within specific timeframes.
- **Recommended:** Maintenance recommended by the Department of Housing and Public Works, industry organisations or manufacturers to reduce the chance of failure. This servicing may potentially reduce subsequent maintenance/repair costs. It generally includes inspection and monitoring to detect and prevent deterioration or failure, as well as testing to ensure correct operation.

Queensland Government Insurance Fund

In February 2019, the shade structure at the pool was damaged in a storm. The Department have approved the replacement of this structure like for like and this will be constructed over the Christmas Break. The total approval was for \$49,000.

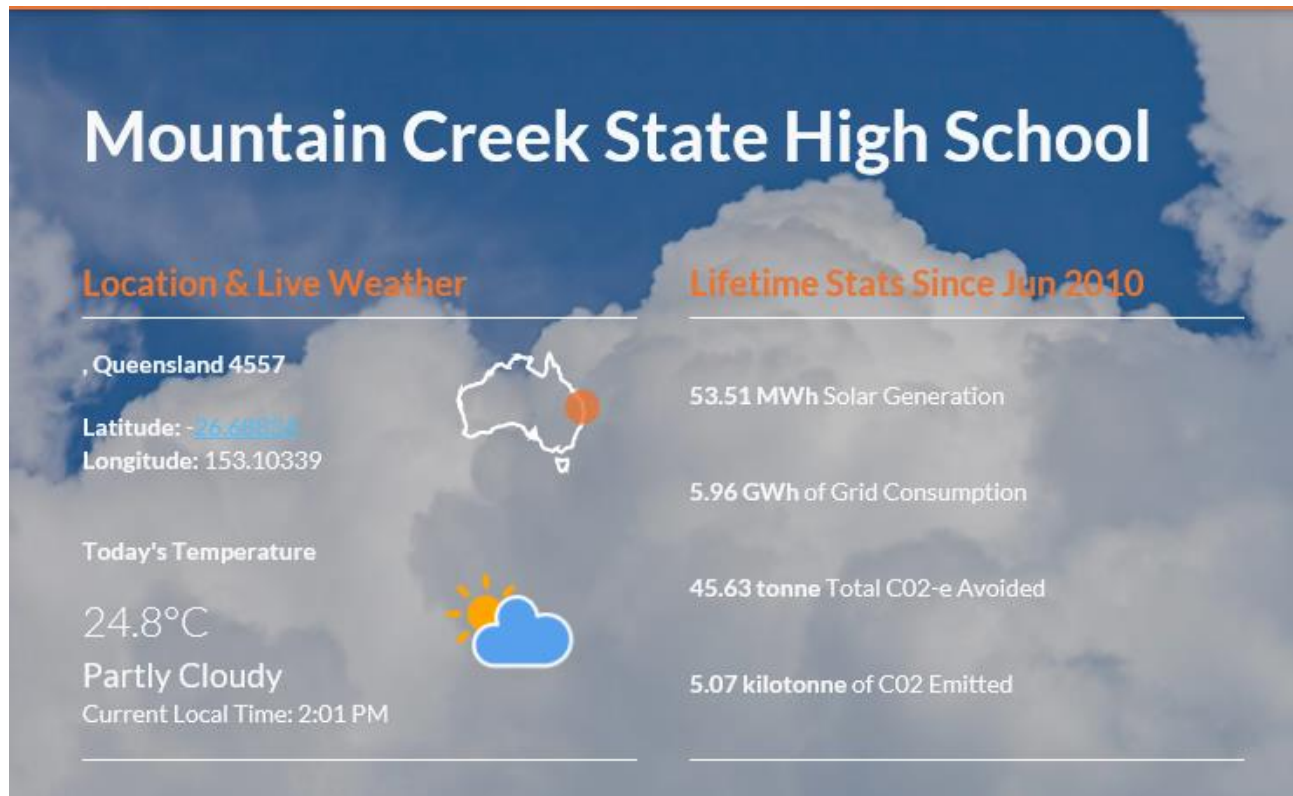
In November, 2019 the Moreton Shade Sails were damaged due to storm. The sails will be replaced under the M4 Storm fund.

Utilities and Energy Consumption

Innovative Technology to Measure Energy

The Solar Schools program traces its origins back to 2002, when founders Rob Breuer and Mark Stenhouse began designing the technology to capture and analyse energy data from solar panels. This information is available for students, staff and the community.

<https://www.solarschools.net>



Advancing Clean Energy in Schools

The Advancing Clean Energy Schools (ACES) Program is a \$97 million investment to reduce energy costs across state schools through solar and energy efficiency measures.

As one of the Queensland Government's largest energy consumers, state schools spend more than \$71 million each year on energy. While the majority of Queensland's 1,241 state schools already offset energy costs with small solar photovoltaic (PV) systems and other energy efficiency strategies, more can be achieved as a result of recent developments in new technologies.

More than 800 of Queensland's 1,241 state schools from across the Department of Education's 7 regions are being assessed to identify where energy costs can be reduced through solar and energy efficiency measures. These measures may include LED lighting, timers on hot water systems and additional solar systems.

The program will be implemented across 3 phases. Phase 1 is progressing during 2019–20 and phases 2 and 3 will progress during 2020–21 and 2021–22 respectively. The selection of state schools for inclusion in the program is based on a range of factors, including the potential for a return on investment, current levels of energy use, student numbers and site conditions.

Savings realised through the reduction of energy costs will be used to help support full implementation of the program, in a similar program of solar and energy efficiency measures across the remaining Queensland state schools, as well as other education priorities.

The Queensland Government is committed to a clean energy future and the ACES program is one strategy that will help achieve the state's 50 per cent renewable energy target by 2030.

Infrastructural Design:

Goal: To ensure organizational structure best reflects the needs of the school community. To plan strategically to enhance Parent and Community Engagement.

Strategies:

- Review the 2020 Action Plan to for the predicted growth in the student population towards 2020.
- Utilise the School Council and school stakeholders to annually review the Organizational Structure of the school, specifically addressing the leadership structure in the school as the school continues to grow.
- Review the plan within the Leadership Key Planning document that articulates the current MCSHS approach to building parent and community engagement and improvement strategies.
- Annually review the Strategic Leadership Roles and Responsibilities (including Head of Department responsibilities, and review portfolio responsibilities and implement recommendations from school reviews
- Maintain and expand Coaching and Mentoring roles and Heads of Curriculum support across the school
- Annually review and refine the devolution of managing student behavior management and school disciplinary absences based on 2019 SOS data
- Annually review the School Leadership Roles and Co-coordinator Time Allocations.
- Annually establish the current and future parameters affecting student learning organization (timetabling structures)
- Annually review effectiveness of PGD

Goal: To establish excellent Financial, Technological and Resource Management across the school

Strategies:

- Develop knowledge base on financial management for all school leaders through professional development.
- Develop HR management practices and familiarity with MyHR in all leaders through professional development.
- Ensure budget aligns to AIP strategic priorities.
- Maintain budget guidelines for school budget processes.

Goal: To ensure a safe and healthy workplace

Strategies:

- To maintain a Workplace Health and Safety Committee and Officer within our Facilities/Sustainability Reference.
- Maintain Curriculum Area Risk Assessment and Excursion policy and tighten quality assurance and approval processes.
- To support Staff welfare strategies
- Specifically investigate non-teaching staff morale and well-being SOS data and implement improvement strategies.
- Implement Creating Healthier Workplaces key actions
- Monitor Smart Choices strategies across the school

Annual Implementation Plan - 2020

7. Facilities Plan

Identified School Strategic Priorities

1. Safety/Traffic/D.M.R review – Kiss and go
2. Utilize Facilities reference group to decide on future facilities design and the alignment to SIP (School Infrastructure Plan) priorities.

Additional 2020 Facilities Plan Priorities

- Align facilities for support staff re-structure
- Policy for School gym
- Tuckshops/lunch spaces – vending machines
- Mobile telephone solutions
- Update signage, marketing materials
- Design refurbishment of Performing Arts/Music venue to cater for growth
- Design & use of resource room in LE building
- LE Building defect period
- Investigate options for uniform storage
- Investigate options to address communication between buildings
- Front entrance – stage 1 and 2 (stage 2 to include covered walkway)
- Investigate funding – Shade structure Pool, dance studio flooring, Art gallery project, drainage oval
- Prioritise school funded minor works, equipment and new furniture needs.
- Monitor and report on energy usage – facility plan and development to align
- Roll out of recycling , investigate other options
- Drainage Touch oval and refurbishment of Moreton Oval.

Identified Faculty Facilities Priorities

1.

Whole School Strategies	Who	When	Annual Review Comments
<ul style="list-style-type: none"> • Develop priorities for Infrastructure in partnership with Region. Source funds for Infrastructure Projects, externally (ie. Grants), Centrally and Regionally. 	E/PRC & BM	February	
<ul style="list-style-type: none"> • Establish facility management protocols for your buildings and have these published (i.e. locking of rooms) 	HOD/BM	January	Include LE Building
<ul style="list-style-type: none"> • Increase community use of grounds and facilities 	Leadership Team/HOD	All Year	
<ul style="list-style-type: none"> • Update School Security Plan and risk assessment on an annual Q'Buildis to ensure strategies are in place to maintain the security of the school. • Develop strategies to ensure damage and vandalism within faculties is minimised and managed to ensure responsible students are held accountable (i.e. Seating plans) 	All Staff HOD	September February	
<ul style="list-style-type: none"> • Classrooms are presented as vibrant, engaging learning spaces 	HOD	Feb - November	
<ul style="list-style-type: none"> • Review School landscape plan 	E/PRC & BM/HODs	April	
<ul style="list-style-type: none"> • Review faculty plan for the BYOX 	HOD	February	
<ul style="list-style-type: none"> • Review facilities in light of increased numbers of students accessing your subject and the storage of resources and student profiles etc. 	HOD	October	

Faculty Strategies	Who	When	Annual Review Comments
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•			

Data Plan:

Strategic Planning Objective	Data source	When	By whom	Expectations/Actions
Reduce the school's environmental footprint	SOS, Budget	Yearly	BSM, Facilities Reference Group	Develop strategies to enhance environmental impact of the school. Monitor and report on energy usage across the school.

Facilities Planning Breakdown

Facilities Plan				
Infrastructure/ MasterPlan “Appendix I”	Region, Budget	Yearly	Principal/BM, Facilities Reference Group	Develop priorities for Infrastructure in partnership with Region. Source funds for Infrastructure Projects, externally (ie. Grants), Centrally and Regionally. Update Master Plan to reflect priorities and school direction.
Maintain the facilities to a high standard Planned Maintenance Report Plan “Appendix IV”	Budget, Planned Maintenance /unplanned Maintenance	Yearly	BM	Co-ordinate Planned Maintenance work through Direct to Market processes to ensure cost effectiveness. Co-ordinate unplanned maintenance through job list and utilise local expertise.
Reduce the school’s environmental footprint	Data Profile: Environmental data, SOS, Budget	Yearly	BM, Facilities Reference Group	Develop strategies to enhance environmental impact of the school. Monitor and report on energy usage across the school.
Landscape Plan Landscape Plan	Budget	Yearly	BM, Facilities Reference Group	Review School landscape plan. Source funding opportunities to advance priorities in the landscaping and school grounds projects. Co-ordinate priorities with Infrastructure Plan to include Region input on funding.
Minor Works Furniture and Equipment “Appendix II”	Budget & Asset Replacement	Bi- annual ly	BM, Facilities Reference Group	Ensure open and accountable processes are in place to develop and prioritise school funded minor works, equipment and new furniture needs. Ensure annual stocktake of equipment is completed. Co-ordinate annual asset replacement.
Security “Appendix III”		Yearly	BM	Update School Security Plan and risk assessment on an annual Q’Buildis to ensure strategies are in place to maintain the security of the school.

Appendix I

School Strategic Infrastructure Plan

A plan that documents the school strategic approach to address key infrastructure requirements over 4-5 years

School Name	Mountain Creek State High School	School Vision	To be recognised locally, nationally and internationally as a provider of a relevant high quality and inclusive secondary public school education.				
Region	North Coast	Current Enrolment	2034	2017 Enrolment (F)	2000	2019 Enrolment (F)	1975
Principal	Darrin Edwards	Capacity	2014				
Business Services Manager	Lisa Dunsdon	Utilisation	101%	Current Out of Catchment Enrolments (%)	29.6%		
Infrastructure Advisor	Brenda May	SEMP – Yes/No	YES				
School Opening Date	1995						

Item **Note: record individual issues separately in the plan**

Priority (1 being highest)	Educational Need/Outcome	Infrastructure Requirement	Category	Timeframe	Actions to date	Consequences (if no action taken)	Agreed Actions to progress	Status
1 Majority	Due to the growth of our school, the Performing Arts and Music blocks are insufficient to cater for the number of students and staff to deliver the curriculum in the Creative Industries	Renovation of Music and Performing Arts blocks to create a larger area for school performances and student classes	Fit for Purpose	Medium	Architects will be engaged in 2019 to design fit for purpose building renovation	Performing Arts curriculum and school performances will be restricted as facility is out of date and too small for our growing school.	Plans to be created	In Progress
1 Minor	Provide a facility where students can undertake education in learn to swim	Building at Aquatic Complex	Fit for Purpose	Long	Original plan indicates building to extend aquatic complex. Partnerships with Swim Club and Cadets have been formed.		Community grants have been sought. \$45,000 swim club grant to date.	Funding sought
2	To ensure our main entrance and front area of the school is safe for our students and visitors.	Refurbishment of main pathways, seating and shade	Fit for Purpose	Short	An arborist has been engaged to plan the containment of fig tree roots. The school landscape master plan has identified this area for refurbishment.	The main pathways will continue to lift, the fig trees will continue to present a safety trip hazard.	Design of area. Costing of project.	In Progress
3	To allow Art Students the ability to showcase their work to the community	Refurbishment of part of the Art block to create an Art Gallery	Fit for purpose	Medium	Funding has been sought through grants and school budget. Stage 1 has been completed.	The gallery will be incomplete and therefore not fit for purpose use.	Seek funding through Region, Grants and community support.	In progress
4	To provide a safe environment for students to sit when not in pool	Shade Structure	Funding sought	Medium	Sought grants with no success. Added to School Minor Works requests	Sunburn, heat	Add to minor works requests	Funding sought

Example	To enable small group work to occur within acceptable acoustic levels in Level 1 of Block H.	Suitable space with acoustic qualities. Building is S77, rooms are used by 300 students	Choose an item.	Short term	Replaced vinyl floor with carpet – minimal improvement	Learning outcomes are significantly compromised. Disruption to other classrooms is a daily occurrence.		Choose an item.

See Follow up actions overleaf

Notes to complete table:

- | | |
|--|--|
| <ul style="list-style-type: none"> 1) Priority Column 2) Educational Need/Outcome 3) Infrastructure Requirement 4) Category 5) Timeframe 6) Actions to date 7) Consequences 8) Agreed Actions to Progress 9) Status | <ul style="list-style-type: none"> - List requirements in priority order with 1 being the highest rated project. - Provide clear and detailed description. Include Government, DET, local perspective, educational outcomes, condition of asset; health and well-being etc. - Describe the infrastructure requirement with a focus on the issue rather the solution. Solutions will be developed in the Actions column. Include building design e.g. S77. - Select growth, fit for purpose, IT, site (grounds) or other. - Identify if the timeframe to address requirement is short (within 12 mths), medium (12 to 36 mths) or long term (3 years +) - Describe any work carried out to date i.e. attempted solutions, investigations, professional advice, drawings, plans or quotes obtained and attach copies of documentation. Include non-asset solutions. - Describe impacts on school operations/learning outcomes/staff morale/community/health and well-being etc if issue is not resolved. Include number of students/staff affected. - Consideration of other facilities, progression to key staff in Infrastructure Services Branch for advice, consideration of funding options, non-asset solutions, staging of work, possible funding partners. - Choose a current status: In progress, on hold, funding sought, progressed to Project Proposal, completed. Completed items automatically move to a history log in One School. |
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Follow up Actions

1.	2.
3.	4.

Plan Review Dates

1.	2.
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Appendix II

To be advised – 2020 budget

Mountain Creek State High School



School Security Plan

Updated: November, 2019

Security-related contacts

Education House, 30 Mary Street, Brisbane. 4000. Phone: (07) 3237 0874 or (07) 3235 4632
/ Fax: (07) 3235 4750

Emergency management contact

Phone:

(07) 3034 6010 Manager

(07) 3034 6012 Principal Emergency Response Officer

Email:

qld-dete-emru@id.ngcomms.net

Senior Facilities Services Officer Emergency and Security Management Unit **Phone: (07) 3034 6013**

School Security Advisor

Anne
Wilson 0438081609

Position: School Security Advisor

Phone: 07 3034 6029 **Email:** Anne.WILSON@qed.qld.gov.au

Organisational Unit: Property, Emergency and School Security | **Centre Code:** 8144

School watch

Phone: 13 17 88

State Government Protective Security Service
State Government Security Control Room – (07) 3224 6666

Queensland Police Service

Our local police station is Maroochydore
Phone: 5475 2444

Our Adopt a Cop officer is Carl Voller
Phone: 5475 2444

Report life threatening emergencies – Phone: 000 (Remember to dial 0 for an outside line if necessary.)

Information for affected staff

- **Where to get help after a natural disaster** - Queensland Government web page to assist Queensland residents with accommodation for tenants and homeowners affected by a natural disaster events, the site also provides assistance for animal emergencies, building repairs, community recovery centres, counselling, financial assistance, income support, health and Insurance help. Visit the [Queensland Government disability, community, natural disasters where to get help web page](#).
- **Disaster Assist** information about recovery assistance following a disaster for affected Queenslanders. Visit [Disaster Assist](#).
- **Queensland Flood Appeal** - 2013 Payments, Eligible Queensland flood victims can apply for emergency assistance payments from the Qld floods appeals 2013. Visit the [Qld flood appeal website](#).
- **Recovering after a disaster** - for further information visit the [Department of Communities, Child Safety and Disability Services website](#).
- **Employee assistance** - information is available regarding both internal and external employee advisors on the [education website](#).




Be prepared - critical incident quick reference guides




- [Accident injury \(PDF, 97KB\)](#)
- [Assault \(PDF, 95KB\)](#)
- [Bomb threat \(PDF, 173KB\)](#)
- [Dealing with death \(PDF, 74KB\)](#)
- [Disappearance or removal of student \(PDF, 92KB\)](#)
- [Electrical hazard \(PDF, 155KB\)](#)
- [Managing a Contagious Condition at School \(PDF , 95KB\)](#)
- [Siege hostage weapons \(PDF, 94KB\)](#)
- [Suicide intervention and prevention \(PDF, 83KB\)](#)
- [Suicide postvention \(PDF, 637KB\)](#)
- [Suicide postvention for schools- quick reference checklist \(PDF, 103KB\)](#)

Whole of Government disaster resources

- [Queensland Government disaster](#)
- [Management policies, guidelines and forms](#)
- [State wide natural hazard risk assessment](#)
- [Queensland Health Heat Stress Response Plan](#).








Weather

- [Bureau of Meteorology radar](#) 
- [Bushfire mapping](#) 
- [Tsunami warnings](#) 

- [River Q'Buildins maps](#) 
- [Naval Research Lab NexSat Weather](#) 
- [World earthquake watch](#) 
- [Cyclone tracking \(PDF, 5.8MB\)](#).

Useful links

The following websites are also useful for emergency management:

- [Emergency Management Queensland](#)
- [Emergency Management Australia](#)
- [Google Crisis Map](#)
- [Queensland Disaster Management Portal](#)
- [Emergency Management Schools](#)
- [Queensland Police](#)
- [Poisons Information Centre](#) 
- [Queensland Health](#)
- [612 ABC Brisbane](#) 
- [Queensland Fire and Rescue Service](#)
- [Rural Fire Service](#)
- [Department of Environment and Resource Management](#)
- [State Emergency Services](#)
- [Department of Communities, Child Safety and Disability Services](#)
- [Department of Justice and Attorney-General](#)
- [Queensland Ambulance Service](#)
- [Australian Red Cross](#) 
- [The Salvation Army](#) 
- [Harden Up - Protecting Queensland](#) 
- [FEMA](#) 
- [The United Nations Office for Disaster Risk Reduction](#) 

Mountain Creek State High School – Security Risk Assessment

Risk	Possible Y/N	Likelihood	Consequence	Rating overall	Strategies to implement
Armed robbery	Y	Unlikely	Major	High	<p>Panic button to be installed in Accounts Receivable area.</p> <p>Door to be locked when money is counted and blinds closed.</p> <p>Banking to be outsourced.</p> <p>See below “13. Armed robbery” for additional strategies.</p>
Arson	Y	Unlikely	Moderate	Moderate	<p>Regular backups to be performed daily.</p> <p>Student contact records to be held in another area in the school – resource centre staff.</p> <p>See below “12. Arson” for additional strategies.</p>
Assault	Y	Unlikely	Moderate	Moderate	<p>All visitors to sign in and wear identification.</p> <p>Challenge strangers.</p> <p>Regular lockdown drills.</p>
Bomb Threat	Y	Rare	Major	High	<p>Bomb threat procedures to be issued regularly to all staff.</p>
Theft – break and enter	Y	Rare	Moderate	Moderate	<p>Security system to be operating at night and sensors to be checked regularly.</p> <p>All equipment to be locked away in storerooms and not visible from outside.</p> <p>Security patrols on weekends.</p> <p>Yearly stocktakes.</p> <p>Classrooms to be locked when not in use.</p>

Risk	Possible Y/N	Likelihood	Consequence	Rating overall	Strategies to implement
Unauthorised person with intent	Y	Rare	Moderate	Moderate	All visitors to sign in and wear identification. Regular lockdown drills.
Vandalism	Y	Possible	Minor	Moderate	All vandalism reported asap. All staff responsible for reporting vandalism. Regular security patrols over weekends. See below "14. Vandalism, including graffiti" for additional strategies.
Fraud/forgery/counterfeit items	Y	Rare	Moderate	Moderate	Separation of duties to occur in purchasing and payment processes. SAM to be followed.
Information compromise	Y	Rare	Moderate	Moderate	Student files to be limited to student management staff only.
Weapons on campus	Y	Rare	Major	High	Refer to school behaviour management policy.
Harassment by email, mail or physical	Y	Rare	Moderate	Moderate	Protocols for email. Education of all staff in harassment procedures and policy.

School Security Policy

1. After-hours use of buildings and grounds

The school buildings and grounds are only to be used after hours by staff and groups or persons with written authority of the principal. In all other cases it will be considered as trespass and persons found on grounds will be escorted off the grounds or handed to police.

Passing through the school property as a means of shortcut is not permitted.

2. Critical incident

In a critical incident situation, students, staff and other persons on site must proceed to evacuation or lock-down procedures as directed by the principal or nominee. Individual student groups are under direction from relevant teaching staff. Critical incident functions, such as communication roles and liaison functions, are the responsibility of nominated staff.

Once emergency services or police attend the site, they replace the principal as responsible officers for the incident. All ensuing communication, return to normal routine, media liaison, counselling and incident review are to follow standard procedures.

3. Identification of staff and authorised visitors

All persons within the school grounds (other than students, staff, recurring volunteers and parents) must report to the administration building to be issued with official school identification, which must be worn at all times. Persons found without this identification must be referred to administration for supply of identification.

4. Key and PIN number usage and distribution

The principal or nominee is the only officer with authorisation for issue of new keys and PIN numbers. The authorising officer also determines the single source of key cutting and management of the key register. Holders must follow school procedures relating to proper use and security for these items. All keys and PIN numbers must be returned to administration at the end of the period in which they were supplied. Loss of keys can result in the holder reimbursing the school for replacement.

5. Lighting after hours

After-hours lighting will be limited to access lighting only, unless additional lighting is required for approved after-hours activities. In winter months, additional lighting of car parks will be activated for safety reasons.

6. Lock up/Site check

End of day

Teaching staff must ensure that individual classrooms and staff rooms are fully secured at the end of each day. Cleaning staff will perform subsequent checks at the end of the day, dependant on their daily routine and will ensure that all other rooms are also locked

The cleaning team will secure vehicular gates at 6:00 p.m. daily. The alarm system is activated at this time.

Staff must ensure that arrangements are in place to cover absentees. All changes to this policy must be requested through the principal or nominee.

During day

Staff must ensure that rooms left vacant are fully secured.

7. Vehicle parking policy

Car parking within the school grounds is made available for staff, volunteers, official visitors, drop off of physically impaired persons and for deliveries. Student vehicles are only permitted if in receipt of written authorisation from the principal. Opening and closing times are 6:00 a.m. and 6:00 p.m. on school days. Drivers must observe safe driving practices within the car park area and cars must be removed from parking areas before closing time. Suspicious activities within car park areas must be reported immediately to administration.

8. Visitors

All visitors to the school must comply with the 'Identification of staff and authorised visitors' policy and observe satisfactory conduct in line with the departmental and school policy.

9. Third party use of facilities

Third party use of facilities is only permissible with written authorisation from the principal or nominee. Recurrent users of the school must complete a school user agreement and have this authorised accordingly.

Facility user groups must comply with school policy regarding vehicle parking, lock up, critical incident, incident reporting and key and PIN usage.

10. Trespass

All visitors to the site must comply with the visitors and after-hours use policy of the school. Known incidents of trespass will be directed to administration immediately for intervention action required and contact with police.

11. Weapons on campus

Weapons or items that may be potential causes of harm to persons are not allowed on school grounds. All located items or items causing suspicion must be reported to administration for immediate action and confiscation of the item. Items found to be weapons will be handed over to police and not returned to the original owner. Owners may be directed to leave the grounds immediately.

12. Arson

- Close in under buildings to prevent access. Key lock enclosures.
- Ensure regular repairs are carried out to buildings in order to restore structural integrity. Holes caused through damage or weathering in building walls should be sealed so that flammable materials cannot be introduced and set alight.
- Regularly remove combustibles, including waste, doormats and lost property from around school buildings.
- Ensure that all flammable materials, such paints, glues and other flammable liquids are secured when not in use and their location is not readily identifiable by an intruder.
- Secure sources of ignition, such as matches and lighters.
- Remove all old furniture, cardboard, paper, packing cases and all other flammable material from the site. These items should not be stored under demountables, in stairwells, hallways, undercrofts or anywhere else on school grounds.
- Secure wheelie bins by either chaining them together away from the school buildings, or locking them in a secure compound. Wheelie bins have been used as mobile furnaces by offenders placing them near vulnerable areas of a school and setting them alight. In some schools, having the cleaners or janitor lock the wheelie bins in the toilets has been a practical solution.
- All industrial bins should be locked with a padlock and chain each evening to limit the opportunity for arson attack on the bin.

- Ensure that all valuable equipment, such as audiovisual aids, computers and similar laboratory-type equipment, are located in a secure, separate room where it will be out of sight and better protected in a fire.
- Pedestrian and vehicular gates should be able to be locked, and secured at appropriate times to limit pedestrian permeability of the site.
- Backup copies of data should be stored off site.
- Ensure that all areas adjacent to buildings and building gutters are free from leaf and other litter.
- Gas cylinders should be secured, and all hoses should be regularly inspected for damage.
- Close down the gas supply to science rooms during the evenings and during holiday periods.
- Fire awareness and procedures relating to fire response should be communicated to students, staff and visitors as a part of routine information provided by the school. In terms of fire response for visitors, signage in rooms and verbal instructions from adequately trained staff.
- Acts of arson can occur after school hours and during school hours, so staff should be adequately trained in fire procedures, including how to call the fire service, the use of fire extinguishers and building evacuation procedures.
- Encourage staff, students, and members of the general community to be observant of suspicious persons/occurrences in and around schools, and to report such things to authorities (i.e. staff during school hours, School Watch number 13 1788 after hours, and Emergency Services 000 during an emergency).
- Advise staff of the need for effective visitor monitoring, key security and locking procedures, including deadlock safety, correct securing of doors in a lock-down incident and accessing all 003 secured fire appliances on facility occupation.
- Conduct regular maintenance inspections of fire hydrants, fire alarms, smoke detectors and extinguishers.
- Ensure that the fire alarms can be heard in all areas of the school.
- Ensure all overhead fire sprinklers are not obstructed and that they will be triggered under pre-set emergency conditions.
- Ensure all fire doors and escape paths are not obstructed. Ensure all fire fighting equipment is easy to access and free from obstruction.

13. Armed robbery

- Where practicable, the counter area should be away from external doorways and other areas of easy egress, so that the staff who handle cash can have a clear view of persons approaching.
- The receipt of monies on behalf of the school, should be managed so that person acquitting the money is not distracted by other duties and should never be required to leave money unattended in an insecure area. (It is recognised that in smaller schools this might not be possible.)
- Money must not be counted in areas open to observation by visitors and students. There is no need to advertise the fact that significant amounts of cash are held at the school.
- Ensure wherever practicable that cash collection is not conducted in an exposed area or near an external door.
- All staff should be fully briefed on the correct method of cash handling and the procedures to follow in the event of an armed robbery.
- All staff should practise vigilance and be aware of strangers loitering about the school campus or surrounding streets. Note should be taken of any vehicle numbers and description of suspicious persons. Any suspicious persons or activity should be reported to the principal or registrar as soon as possible as they could represent a danger to either staff or students.
- When handling large quantities of cash, external doors in the vicinity should be secured to prevent unnecessary entry into the area being utilised. Teaching and ancillary staff should be encouraged to

keep away from administration during peak times of cash handling to minimise disturbance. Non-essential student entry should also be minimised.

- Define the height of objects, such as framed pictures, located near entrances so that staff will be able to determine the height of assailants. The inside of door frames could also be marked with 150 cm and 200 cm increments from the floor. (Stickers can be purchased for this purpose.)
- Surveillance cameras should be considered for installation in the vicinity of the cash-handling areas in the school.
- Consider the installation of a duress button/s to alert other staff that police and/or SGS are required urgently – flashing light in another office. Do not use audible alarms.
- Consider locating a cash office away from the main administration area. The office should have an external window (like a teller's box) that can be used to accept monies. The room should also be fitted with curtains/blinds that can be closed when counting money as well as having a solid core internal door that can be internally secured.

If the administration area is used for collection of monies, consider using a cash register or cash drawer to minimise the ability of persons to easily see the contents of the drawer from the public side of the counter.

- Ensure that a minimum cash float is maintained. (See DOEM FR-05.) Bank the excess cash.
- Although this may be more applicable to the larger schools, consideration should be given to utilising security/police static guards and/or armoured car pickup of cash at specific times when handling large sums of money.
- Consider using EFTPOS machines to minimise cash handling. The extra work in reconciling transactions may be offset by reduced time physically counting money and minimised risk of robbery. If possible, EFTPOS machines should be located out of sight/reach from service counters and have the refund facility blocked to prevent funds removal.
- Never leave money in a cash drawer overnight and always secure cash when leaving the office unattended. Ideally, cash should not be held on the school premises overnight.
- Do not use community billboards to publicise collection of monies, especially on certain dates if at all possible. Give preference to communicating via the school newsletter or letters to parents.
- Consideration should be given to the physical security of the areas where money is kept. Specialist advice should be sought regarding the installation and use of appropriate locks on doors and windows.

14. Vandalism, including graffiti

- Ensure that superfluous items such as furniture are stored in secure areas. Loose items provide offenders with projectiles to cause damage to windows and other fixtures.
- For the same reasons, do not have excess debris lying around under school buildings that can be easily accessed.
- Secure wheelie bins by either chaining them together away from the school buildings, or locking them in a secure compound. Wheelie bins have been used as mobile furnaces by offenders placing them near vulnerable areas of a school and setting them alight. These bins can also provide an offender with a ladder or trolley to remove property from the premises. In some schools, having the cleaners or janitor lock the wheelie bins in the toilets has been a practical solution.
- Secure all metal refuse bins to prevent them being used for malicious acts after hours.
- At the close of business, ensure industrial bins are secured with a padlock to prevent access to contents for malicious acts. There are also safety issues involved with these large containers. Children could be trapped if the lids of these bins closed on top of them.
- Ensure that inflammable substances are secured and are not easily accessible to an intruder. It is recommended that such substances be stored in secure containers within the relevant room/building.

- Avoid placing attractive items near louvres/windows, e.g. computers. Where this is unavoidable, the attractive items should be covered when not in use.
- The principal should ensure that there is an efficient waste management strategy in place within the school environment. Waste disposal should be conducted on a regular Q'Buildis ensuring that waste is not allowed to accumulate. Crime trends have indicated that waste in bins has been used extensively as fuel for arson attacks.
- All staff should ensure that items that could be utilised in malicious acts are not readily accessible by hostile persons and secured away nightly in a cupboard or cabinet. Examples of such items are as follows.
 - Paints
 - Glues
 - Inflammable items such as fuels and paper products

Graffiti

- Keep all gates locked out of hours.
- Ensure graffiti is removed or painted out as soon as possible.
- Painting out graffiti is made easier when common Q'Build colours (two colours maximum) are used across the site. It's made easier again when a supply of this paint is kept at the school for use by relevant staff.
- Keep vegetation clear between the heights of 600 and 2100 millimetres to enhance surveillance (unless for hedging, screens against walls).
- Encourage the creation of murals and camouflage painting projects by students.
- Encourage students to take pride in the appearance of the school and to report incidents of graffiti to relevant staff.
- Maximise the benefits of the School Watch program and maintain partnerships with local police (including providing them with photos of 'tags').
- Consider landscaping and building design strategies when planning future works
- Using signage and CCTV camera domes to make the targeted area appear to be under surveillance.

Mountain Creek State High School – Security Action Plan

Strategy	Action	Planned Completion Date	Resources required	Responsible Officer
Protection of Assets, especially attractive items	<p>Ensure all portable and attractive items are equipped and recorded in the OneSchool System</p> <p>Ensure all equipment is engraved and marked clearly with Mountain Creek SHS.</p> <p>Ensure all attractive and portable equipment that can be anchored is fully secured eg. Data projectors</p> <p>Ensure all attractive equipment is concealed and not visible from outside.</p> <p>Ensure security system covers all attractive items and that additional security bars are installed where necessary for expensive computer equipment (inc. servers).</p> <p>Ensure CTV equipment is operating and high security areas are covered.</p>	On-going	Payment documentation	<p>Chris Jones (Facilities Officer).</p> <p>Umberto Schena (Schools Officer Facilities).</p> <p>All Staff (part of the end of term procedures checklist issued by Chris Jones).</p> <p>IT Team</p>
Reduction of false alarms	<p>Restrict access via code to buildings – give limited access to staff and visitors.</p> <p>Restrict weekend and holiday access from staff.</p> <p>Ensure all keys are handed in prior to vacation.</p> <p>Ensure all equipment is switched off prior to leaving building.</p> <p>Ensure that all buildings are locked and windows closed prior to leaving building each lesson. (school procedures).</p> <p>Ensure all detectors are free of spider webs and regular pest control is in place.</p>	<p>On-going</p> <p>On-going</p>		<p>Chris Jones (Facilities Officer)</p> <p>All staff</p> <p>All staff</p> <p>Schools Officers Facilities Officer</p>
Incident Management	<p>Ensure staff are aware of all PPR and school procedures in relation to incident management.</p> <p>Health and Safety Incident Recording, Notification and Management including (Guideline for Health and Safety Reporting, notification and management).</p> <p>All Incident records must be recorded in MYHR.</p> <p>Student incidents are to be followed up/investigated by Andy Walpole (WPH&S rep) and Tim Wilson (HPE/Sport HOD).</p> <p>Non-teaching staff incidents are to be followed up/investigated by Lisa Dunsdon (BM).</p> <p>Teaching staff incidents are to be followed up/investigated by Andy Walpole.</p> <p>Incident Management – BEMIR</p> <p>An electronic Incident Management Report (IMR) is available in BEMIR. The report serves as a record of an asbestos-related incident and how it is managed by the school, TAFE Institute or workplace until the area/s is cleared for reuse.</p> <p>The IMR must be managed by the Building Manager (BM) or Nominated Officer (NO) at the location.</p> <p>PPR Business Continuity Management Update all procedures in relation to Critical incident and Business Continuity Management</p> <p>Red Folders Update all folders to ensure up to date procedures. Include details of Bomb Threats and ensure all front office counter staff are familiar with the procedures.</p>	<p>On-going</p> <p>On-going</p> <p>Term 1, 2018</p> <p>Yearly done</p>		<p>All Staff Sharon Stephenson (Admin Officer – Front office)</p> <p>Darrin Edwards (Principal), Chris Jones (Facilities Officer), Lisa Dunsdon (BM)</p> <p>Lisa Dunsdon (BM) Andy Walpole (WPH&S)</p>
Robbery	<p>Ensure that all banking is outsourced.</p> <p>Ensure Finance admin section is closed each day at 1.30pm and the door to this area is kept locked.</p> <p>Ensure all banking is completed with two officers.</p> <p>Ensure all Canteen banking is completed by 2.30pm each day and all Canteen doors are kept locked while this process is happening.</p> <p>Ensure all credit card information is kept in the safe for the minimum requirements as per School Accounting Manual.</p>	<p>Yearly done</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>		<p>Chris Jones (Facilities Officer) Finance Officers (Dorinda Tucker and Robyn Wilson)</p> <p>Canteen Convenor (Robyn Ward)</p> <p>Finance Officers (Dorinda Tucker and Robyn Wilson)</p>

Mountain Creek Planned Maintenance Priorities 2018/2019 – “Appendix IV”

Details	
Total Maintenance Allocation (Includes Planned only)	\$ 76,523.00
Other funds (Carried forward Planned)	\$ 86,501.00
Other funds (eg. P&C contribution, donations)	
TOTAL FUNDING	\$ 163,024.00

INSTRUCTIONS: This Cost Plan can be used to record all maintenance tasks or for a single project or a combination of both.

Please review the example provided.

SUMMARY OF MAINTENANCE COSTS	
SUBTOTAL INDICATIVE COSTS	\$ 155,560
LESS: Tender/Quote Amount	\$ -
LESS: Variations Amount	\$ -
LESS: Project Management Costs	\$ -
LESS: Administration Costs	\$ -
LESS: QLeavy Costs	\$ -
LESS: Other Costs	\$ -
SUBTOTAL MAINTENANCE COSTS	\$ -
TOTAL: INDICATIVE Less ACTUAL	\$ 155,560

SUMMARY OF EXPENDITURE	
INDICATIVE COSTS	\$ 155,560.00
ACTUAL COSTS	\$ -
UNDER/OVER BUDGET	\$ 155,560.00
% of REMAINING FUNDS	%

This School Maintenance Cost Plan was developed by	
Name	Position
Lisa Jarvis	Business Manager

To use for PLANNING ANNUAL MAINTENANCE TASKS &/or PROJECTS							ALL COSTS ARE GST EXCLUSIVE						
SAP Notification Number	Defect ID No.	Tender Package Name <i>OR</i> leave blank if this is a 'single task'	Indicative Cost	Trade	Location	Description of work	USE FOR TENDERS			QLEAVE	PAYMENTS		SUPPLIER DET
							TENDER COST - Excl GST	VARIATION COST - Excl GST	ACTUAL COST - Excl GST	QLEAVE COST 0.475% For a project exceeding \$150,000 (excl. GST)	PAID - Excl GST	RETENTION - Excl GST (5%)	Contractor/Company Name
<i>Eg - 123456789</i>	<i>Eg - 19875836</i>	<i>Eg - Painting of B Block</i>	<i>Eg - \$160,000</i>	<i>Eg - Painter</i>	<i>Eg - 1004-5123</i>	<i>Eg - External Paint B Block</i>	<i>Eg - \$160,000</i>	<i>Eg - \$20,300</i>	<i>Eg - \$180,300</i>	<i>Eg - \$856.43</i>	<i>Eg - \$15,000</i>	<i>Eg - \$3,300</i>	<i>Eg - Commercial Painters</i>
10111984		Blinds	\$ 6,000		Student Services	Blinds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10111982		Plumbing	\$ 2,000	Plumber - Roofer	Student Centre	Guttering to be replaced. Rust to be repaired	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10111983		Plumbing	\$ 2,000	Plumber - Roofer	Admin	Guttering to be replaced.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10120662		Painting	\$ 5,000	Paint - General	Harris Centre Ground	Paint Gymnasium	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10111991		Work bench replacement	\$ 25,000	Carpentry/Builder	Science	Laminated working bench resurfacing SC 02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10111992		Signage	\$ 23,000	Landscaping	Grounds	Replace building signage throughout school	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Seamless flooring Student Amenities sub-schools	\$ 30,000	Flooring - Seamless	Fraser Staff	Replace tile with seamless	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Painting	\$ 32,000	Paint - General	Arts	Internal Repaint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Home Ec Bench	\$ 6,000	Carpentry/Builder	HE10	Replace Kitchen bench unit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Blinds	\$ 6,000		Bribie	Sub School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Blinds	\$ 6,000		Fraser	Sub School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Blinds	\$ 6,000		Moreton	Sub School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Internal partitions	\$ 5,560	Carpentry/Builder	Amenities	Replace partitions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Painting	\$ 1,000	Paint - General	Centre	Paint back wall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	