

Fire and Evacuation Plan

Note

This Fire and Evacuation Plan is intended to provide compliance with the *Building Fire Safety Regulation 2008* and does not necessarily comply with other legislation or requirements.



GOLD COAST TABLE TENNIS CENTRE

**Lot 1 Herbertson Drive, Molendinar
QLD 4214**



Building Information	
Building Name:	Gold Coast Table Tennis Centre
Address:	Lot 1 Herbertson Drive, Molendinar QLD 4214
Building Occupier:	Gold Coast Table Tennis Association Inc.
ABN:	99 382 958 085
Post:	PO Box 589, Ashmore City QLD 4214
Phone Number:	(07) 5597 1633
Email :	info@goldcoasttabletennis.org.au
Web:	www.goldcoasttabletennis.org.au
Fire Safety Inspections:	Ozfire Protection Services
Phone:	0414 798 779
Email:	colin@ozfiregroup.com.au

Persons responsible for administering the Building's Fire and Evacuation Plan
Mr Lukas Kozak – Centre Manager

Person responsible for giving General & First Response Evacuation Instruction		
	Fire and Evacuation Instructors	Date of Instruction
Name:	Lukas Kozak	9/12/2025
Phone Number:	0433 479 188	
Email:	info@goldcoasttabletennis.org.au	

Fire & Evacuation Plan Annual Review		
Date of Review	Reviewed by	Changes made?
9/12/2025	GCTTA Committee	No

Evacuation Coordination Procedures	
Commencement Date:	15/08/2010
Procedure	If fire discovered evacuate persons from premises and ensure no one enters building
Procedure for contacting fire service	Ring 000
Persons with special needs	Ensure everyone is out of the building

Emergency Evacuation Procedure

IN THE EVENT OF A FIRE OR EVACUATION PLEASE FOLLOW THESE PROCEDURES:

➤ ALL STAFF AND PATRONS ARE TO EVACUATE ALONG THE GREEN PATH OF TRAVEL THROUGH THE CLOSEST EXIT POINT TO THE DESIGNATED ASSEMBLY AREAS.

➤ ALL DUTY VOLUNTEERS AND COMMITTEE

MEMBERS ARE FIRE WARDENS AND WILL COORDINATE EVACUATIONS UNTIL THE FIRE DEPARTMENT ARRIVES.

➤ THE FIRE EVACUATION PLAN SHOWS THE FOLLOWING

- ASSEMBLY AREAS 1 & 2
- ALL EXITS
- PATHWAYS OF TRAVEL TO THE ASSEMBLY AREAS.
- LOCATIONS OF FIRE EXTINGUISHERS, FIRE HOSE REELS AND FIRE BLANKETS.
- FIRE HYDRANT

Method of operation of firefighting equipment and manually operated fire alarms

Fire Extinguishers

1. Select appropriate extinguisher for type of fire.
2. Pull pin from squeeze handle.
3. Test extinguisher by squeezing handles briefly.
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

Hose Reels

1. Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids.
2. To release the hose reel, turn the valve on this will charge the hose and release the nozzle (if fitted with a nozzle release lock).
3. The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle, and the nozzle can be adjusted to give a spray pattern or a straight jet.

Procedures for giving fire and evacuation instructions

The instructions given take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire-fighting equipment (fire extinguishers, blankets & hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable)
9. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count)
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

Date	Name of Person Trained	Instruction Given (Use numbers listed in the above points as indication)										Instructors Name
		1	2	3	4	5	6	7	8	9	10	
9/12/2025	Mick Coughlan Phil Caldwell Shameem Tarafder Lukas Kozak Van Cassis Ernie Weaver Geoff Badham Naoya Yamamoto John Slattery Jakob Fensom Charlie Voges John Clements Kenny Yi Stella Shim Cathy Collins Lynne Torrington Andrey Donets											L. Kozak (Manager)

Relevant 'Building Approval' Documents

Certificate / Interim Certificate of Classification

Off. Of Class.

11

No. 17862

Date Received: 29/4/92

1. Type of Certificate

Indicate the type of Certificate of Classification being issued.

Interim Certificate: Issued pending the carrying out of the inspection, when due to a building's location, it is not practicable for a building certifier to inspect a building to decide if it has been substantially completed.

☒ Certificate of Classification

☐ Interim Certificate of Classification

Date Interim Certificate of Classification will expire if applicable

Date Received:

2. Owner details

If the applicant is a company, a contact person must be shown.

Name (natural person or company) Address

Council OF The City OF Gold Coast PO Box 5042 GCMC QLD 9726

3. Property description

The description must identify all land the subject of the application.

The lot & plan details (e.g. SP / RP) are shown on title documents or a rates notice.

If the plan is not registered by title, provide previous lot and plan details.

Street address (include No., street, suburb / locality and postcode)

Herbertson Drive

MOLENDINAR

State: QLD

Postcode: 4214

Lot & plan details (attach list if necessary)

LOT 1 ON CP 868925

In which local government area is the land situated?

Gold Coast City Council

4. Classification

The building or part thereof described is classified as follows in accordance with Part A3 of the Building Code of Australia having regard to the use for which it was designed, built or adapted. If a part of the building is classified differently to another part - state the part to which each classification relates.

Part of Building / Description

Class of Building / Part

Indoor Recreation (Table Tennis Club)

Class 9b

5. Max No. of people permitted

If applicable, state the maximum number of people permitted in the building and the portion it applies to.

Maximum population

Part of building

120

Whole of building

6. Restrictions on the use or occupation of the building

If the building work uses a building solution within the meaning of Building Code of Australia or the Queensland Development Code, restricting the use or occupation of the building, state the restriction.

For example, a limitation on the use of finishes with the fire hazard properties as defined under the Building Code of Australia.

Restrictions

The following restrictions apply to the use or occupation of the building:

- 003 keyed locking mechanism to be maintained to water main valves supplying the fire hose reels.
- It is the owners/tenants responsibility to ensure that access for people with a disability is provided and maintained at all times in accordance with AS 1428.1 and the Building Code of Australia.
- It is the owner's responsibility to display this Certificate of classification in the main entry of the building pursuant to Section 108A of the Building Act 1975.
- Required exit door hardware cannot be modified by additional door locks or latches.
- Evacuation routes be kept clear of fittings and furnishings or be kept sterile
- Access to Fire hose reels and extinguishers shall not be obstructed
- Building to be used as a Table tennis centre only
- Chairs not to be stored more than three high, low fire load to be maintained at all times within the building
- 10,000 tank to be maintained for fire fighting purposes

OFFICE USE ONLY

Date Received:	Reference Number/s:	Approved Form 11 Version 2, 02/08
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7. Alternative Solutions

If the building work uses an alternative solution, state the applicable materials, systems, methods of building, procedures, specifications and other relevant requirements.

This will provide building owners and occupiers with a concise and practical explanation of alternative solutions that may have some operational implications on the use of the building. This will also help ensure the ongoing use of the building and any future modifications do not compromise compliance with the performance requirements of the applicable building code.

Alternative solution requirements

The following systems and procedures form part of the alternative solution:

Alternate solution completed to demonstrate compliance to EP1.3 & EP1.5, specifically the non-provision of a street hydrant given the substantial distance of the water main and cost involved for installation. On site water storage in the form of a 10,000 litre tank has instead been provided.

Refer to Alternate Solution completed 3/6/2011 for full details

8. Building Certifier

If the certifier is a company, a contact person must be shown.

Name of building certifier (in full)

Darren Wright

Licence number

A54481

Signature



Date

02/03/2011

Building Approval Reference Num

7111

The Building Act 1975 is administered by the
Department of Infrastructure and Planning



Queensland Government
Department of Infrastructure and Planning

This list may be used to document the fire safety installations in the building if, following a written request, relevant approval documents cannot be obtained from your Local Government, building certifier or other approval agency. It must be retained with the other approval documents as required in Section 25 of the *Building Fire Safety Regulation 2008*.

Fire Safety Installation	Installed?	
	YES	NO
Air Handling Systems		No
Access panels through fire rated construction		No
Emergency lifts		No
Emergency lighting	Yes	
Emergency power supply		No
Emergency warning and intercommunication systems		No
Exit Signage	Yes	
Fire control centres		No
Fire curtains		No
Fire dampers		No
Fire detection/ Alarm system		No
Fire doors		No
Fire extinguishers	Yes	
Fire hose reels	Yes	
Fire hydrants		No
Fire Mains		No
Fire pumps		No
Fire hydrant booster assembly		No
Fire sprinklers		No
Fire sprinkler booster assembly		No
Fire shutters		No
Fire windows		No
Protection of penetrations through fire rated construction	Yes	
Other features ¹	Yes	
Smoke and heat venting systems		No
Smoke exhaust system		No
Smoke doorsets		No
Solid core doors		No
Special Automatic Suppression Systems (Gas, Powder etc.)		No
Stairwell pressurisation systems		No
Structural fire protection	Yes	
Systems required to have a fire resistance level	Yes	

Gold Coast Table Tennis Assoc Inc.

¹ Other features – Includes additional fire safety installations or conditions that are required under the buildings alternative solution of the *Building Act 1975* or *Building Code of Australia* clauses E1.10 and E2.3.

OZFIRE PROTECTION SERVICES

ABN 48493442558

FPIBQ 1070

QBSA 1099637

CERTIFICATE OF INSPECTION

Client: Gold Coast Table Tennis Club

Date: 11 July 2025

Address:

QBCC: 15099167

Herbertson Drive , Molendinar

Service Technician: A. Bailey

INVENTORY LIST

<i>.ID. NO.</i>	<i>PORTABLE FIRE EQUIPMENT</i>	<i>LOCATION</i>	<i>Service level</i>	<i>PASS FAIL</i>	<i>Pressure Test</i>	<i>MF Year</i>
1	(FS) 2.5 KG DCP ABE EXT	Front Entry	1	PASS		9/2024
2	(FS) 2.5 KG DCP ABE EXT	Outside Kitchen	1	PASS		11/2023
3	FIRE BLANKET	Kitchen	1	PASS		
4	(FS) 2.5 KG DCP ABE EXT	Table Area	1	PASS		9/2024
5	(FS) 2.5 KG DCP ABE EXT	Table Area	1	PASS		9/2024
6	(FS) 2.5 KG DCP ABE EXT	Table Area	1	PASS		9/2024
7	(A) 36M HOSE REEL	Table Area	1	PASS		

HOSE REEL 7 FLOW RATE = .5 l/s

Note: Ensure you are compliant with the new Building Fire Safety Regulations 2008

- Fire and evacuation plan
- Evacuation Sign / diagram
- Staff evacuation instruction
- Annual Evacuation exercise
- The occupier of a building must appoint an Evacuation Coordinator
(This person is responsible for the co-ordination of the building's evacuation in the event of a fire or other emergency).

For assistance in this area contact:

OZFIRE PROTECTION SERVICES

PO BOX 5401 GOLD COAST MAIL CENTRE 4217

PHONE: 0414798779 **EMAIL:** colin@ozfiregroup.com.au

(REMEMBER: FIRE TRAINING OF STAFF MUST BE DONE EVERY 12 MONTHS)

GOLD COAST TABLE TENNIS FIRE AND EVACUATION PLAN

