



Tallebudgera Outdoor and Environmental Education Centre

Standard Operating Procedures

Kayaking

Overview

This Standard Operating Procedure (SOP) outlines the skills, knowledge and procedures required for the safe delivery of this activity. This SOP is to be read in conjunction with the Kayaking Curriculum Activity Risk Assessment (CARA), the relevant Generic SOPs and the Emergency Response Plan.

Supervision Requirements

Supervision Ratio:

<20 - minimum 2 staff with kayaking qualifications.

>20 - minimum 3 staff including 2 TOEEC staff with kayaking qualifications.

Minimum 2 TOEEC staff:

Program Delivery Standards

Annual induction process includes:

- *review and understanding of TOEEC Kayaking CARAs and SOPs*
- *demonstration of practical competence in activity specific procedures*

New staff induction process includes:

- *observation of the delivery of at least two lessons*
- *teaching a minimum of two lessons under supervision*

Teaching Staff and USOs Preparation

- PFDs- quick release for instructors
- Appropriate enclosed footwear
- Whistle

Procedures – Before Activity

Environment:

- Tallebudgera Creek or Currumbin Creek

Staff must:

- Check weather forecast/ tide movements and plan accordingly
- Inspect the intended location in order to identify variable risks and hazards
- Be readily identifiable and be appropriately dressed to perform an immediate rescue at all times
- Equipment check: Instructor PFD with quick release, throw bags, tow ropes, and knife
- Liaising with USO and VT regarding expectations
- Confirm group numbers, weak swimmers, medical information with USO
- Establish roles and responsibilities of the VT for the session
- Ensure students wear appropriate enclosed wet shoes
- Ensure students wear appropriate clothing for variable weather conditions
- Ensure students have appropriately sized and fitted PFD's

Procedures – During Activity

TOEEC Staff must include in safety briefing:

- Emergency signals/procedures:
 - *One loud whistle blast = STOP, LOOK and LISTEN to TBS staff for further instructions / signals*
 - *One loud whistle blast followed by paddle in the air = raft up*
 - *Paddle in the air by participants = Emergency Assistance Required*
- Established boundaries for the session, including designating stopping points
- Established roles and responsibilities of the VT for the session
- Correct manual handling techniques:
 - Minimum of 4 participants to lift one Kayak (straight back and knees bent)
 - TOEEC staff to coordinate lift so that all participants lift at the same time
 - Kayaks are not to be lifted above shoulder height
- Entry to craft BFF Bottom, Foot & Foot and reverse for exiting.
- Dry bags not to be worn on craft
- Paddle strokes
- Capsize Procedures:
 - Remain Calm
 - 3 B's Look for buddy, boat and blade.
 - Hold onto kayak and signal TOEEC instructor
 - With paddles swim kayak to nearest shore or climb in with assistance.
- Standing in a kayak is prohibited unless directed by TOEEC staff

Active Supervision

- Access to quick release tow ropes and throw bags
- Regular head counts and monitoring wellbeing of group
- Students and VTs must always be in the line of sight with a TOEEC instructor.
- TOEEC staff must be first on and last off the water, ensuring a rescue craft is readily available

Location Specific Safety

Tallebudgera Creek

- **Group movement past wake-riding location or other ski boats:**
 - Vessels grouped on shore or rafted up for thorough briefing about procedures
 - Contact is made with wake-riding staff and sessions is halted/adjusted
 - Kayakers swiftly make their way past the wake-riding take-off and landing beach
 - Appropriate management strategies when being approached by a power boat e.g. tight group bows facing into incoming waves
- **Canal hazard:**
 - Strong incoming tides can result in vessels being sucked into the first canal southern side of creek
 - Remain vigilant with a strong incoming tide, if required place a qualified TOEEC staff member to guide paddlers away from this hazard

Currumbin Creek

- **Bridges:**
 - Students briefed about procedures and expectations of passing under bridge.
 - Teacher to manage kayaks passing under the bridge in a controlled approach placing themselves near any identified hazards to guide paddlers away from this hazard

Emergency management procedures

In responding to an emergency;

- Assess the nature of the situation and determine the most appropriate response
- Allocate tasks to all staff

- Move group to designated emergency evacuation points if required

Post Activity

Activity Pack-down:

- Kayaks loaded and secured to trailer ready for collection
- Staff to report or log any damaged equipment

Documentation:

- Complete maintenance logs if required
- Incident/near miss/accident reported if required

References – *link references*

- Kayaking and canoeing (inland water) Risk Assessment (CARA)
- Emergency Response Plan

Review

Reviewed on scheduled cycle or in response to an incident/near miss

Quality Assurance

Weekly staff meetings provide a forum for dealing with safety issues as they arise and to further enhance operational procedures.

Scheduled practical training/scenarios.

Version Control

Version 2 October 22nd, 2025



Kayaking



1:10 supervision ratio

- Check local weather forecast/tides
- Roles of VT in emergency
- Group numbers & medical info USO
- Safety Induction Students
- Capsize & Boundaries
- Signals and whistles



Paddle Grip



Raft Up



Assistance Required Student












Direction Signal



Stop/Hold Position










Assistance Required




Emergency Exit points- Talle Creek & Surrounding Areas			
Evac	Landmark	Street Locations	
1	Tallebudgera SLSC	- 1505 Gold Coast Hwy, Palm Beach	
2	Neptune's SLSC	- 1527 Gold Coast Hwy, Palm Beach	
3	Jellurgal Cultural Centre	- 1711 Gold Coast Hwy, Burleigh Heads QLD 4220	
4	John Laws Park	- Cnr Hayle St & Goodwin Tce, Burleigh Heads	
5	Boat Ramp Sth	- Murlong Crescent Palm Beach	
6	Boat Ramp Nth	-Kevin Gates Park Cnr Elanora Drive & Awoonga Ave, Burleigh Heads	
7	Bridge Tallebudgera Dr	113 Tallebudgera Drive *Bridge option for shelter	
8	Across from 6 Sign beach	120 Tallebudgera Drive	 
9	First Exit point returning Fleays	152 Tallebudgera Drive	 
10	Burleigh Exit 100m above stairs	Julia St N enter via Goodwin Terrace	 
11	Burleigh Mtn Exit Back Track	43 Julia St Burleigh Heads	
12	Track entry leading to Fleays	111 Ocean Parade Burleigh Heads	
13	Fleays Main Carpark	- Loman Lane, Burleigh Heads	




EMERGENCY EVACUATION POINTS

















2026 Kayaking Currumbin Creek Waypoints and Emergency Evacuation Plan						
Way-point	Description	Way Point Photo Reference	Grid Reference	Distance	Description of Kayak Route	Toilet Access
1	Robert Neuman Park (‘Duck Pond’)		543600 6884000	1 – 2 2400m	<p>Safety Warning: Bridge crossing – discuss procedures for passing under bridge safely with group.</p> <p>Follow creek downstream and under small bridge (Pococks Bridge).Creek will have steep banks either side with limited access to enter or exit water.</p> <p>Safety Warning: Bridge crossing – discuss procedures for passing under bridge safely with group.</p> <p>Continue under Galleon Way Bridge and look for gravel access ramp immediately on south side of creek.</p> 	Yes
2	Galleon Way Bridge (small park access on southern side of creek)		545500 6884800	2 – 3 1100m	<p>Follow creek downstream and past residences on north and south side of creek. After right hand turn, look for small tributary on the northern bank with a grassy park accessible through the trees.</p> <p>NOTE: Site can be difficult to secure kayaks on a high tide due to limited shore space.</p>	No

3	Keegan Cct Park		545250 6885400	3 – 4 800m	Follow creek downstream taking the first canal inlet on the southern side. Whitsunday Park is at the end of the second canal on the right-hand side and is clearly visible at the end of the canal.	No
				3 – 5 2000m	Follow the creek downstream going past two canal inlets. Continue past the mangroves, occasional bat colony and jetty on the southern shore. Continue past the Pine Lake overflow causeway on the northern bank. Riverside Drive access point is located between two jetties on the northern side of the creek and is a clearly visible and maintained grassy path.	
4	Whitsunday Park (alternate route)		545600 6885400	4 – 5 2400m	Follow the canal to the end and turn left. Continue straight until you access the main Currumbin Creek and turn right to follow the creek downstream. Continue past the mangroves, occasional bat colony and jetty on the southern shore. Continue past the Pine Lake overflow causeway on the northern bank. Riverside Drive access point is located between two jetties on the northern side of the creek and is a clearly visible and maintained grassy path.	No
						

5	Riverside Drive		545900 6887200	5 – 6 400m	Follow creek downstream the access to Michel Drive access point visible on southern side of creek.	No
6	Michel Drive (Marinde's Park)		546200 6887400	6 – 7 500m	<p>Safety Warning: Bridge crossing – discuss procedures for passing under bridge safely with group.</p> <p>Follow the creek downstream under Pacific Highway Bridges. Look for tennis courts on the southern side of the creek.</p>	Yes
7	Apex Park (Currumbin Tennis Courts)		546600 6887500	7 – 8 150m	Cross to northern side of creek to access potential swim location outside Thrower House.	Yes

8	Thrower House (beach/swim location)		546650 6887700	8 – 9 150m	<p>Safety Warning: Bridge crossing – discuss procedures for passing under bridge safely with group.</p> <p>Safety Warning: Boardwalk under bridge on northern side of creek. Potential entrapment hazard in times of high tidal flow.</p> <p>Follow creek downstream under Thrower Bridge to boat ramp on northern side of creek.</p>	No
9	Thrower Drive Boat Ramp / Car Park		546800 6887700	9 – 10 250m	<p>Follow creek downstream. Look for Winders Park and sandy beach creek access on southern side of creek.</p>	No
10	Winders Park		547000 6887800	10 – 11 450m	<p>Follow creek downstream.</p> <p>Safety Warning: Bridge crossing – discuss procedures for passing under bridge safely with group.</p> <p>Pass under Gold Coast Highway Bridge. Look for sandy beach and swim location on northern side of creek.</p>	Yes

<p>11</p>	<p>Currumbin Creek Northside Beach</p>		<p>547200 6888300</p>	<p>11 – 12 350m</p>	<p>Follow northern shoreline to reach Palm Beach parklands (pirate park).</p>	<p>Yes 350m Walk to Checkpoint 11</p>
<p>12</p>	<p>Palm Beach Parklands (Pirate Park)</p>		<p>547000 6888500</p>	<p>Total Distance 1 – 12 7750m</p>	<p>Palm Beach Parklands (Pirate Park)</p>	<p>Yes</p>

Road Access and Medivac				
Way-point	Latitude then Longitude (all to the degrees)	Grid Reference	Notes	Accessibility
1	28.16890 153.44458	543600 6884000	Robert Neuman Park (‘Duck Pond’)	
2	28.16158 153.46367	545500 6884800	Galleon Way Bridge (small park access on southern side of creek)	
3	28.15594 153.46032	545250 6885400	Keegan Circuit Park	
4	28.15621 153.46441	545600 6885400	Whitsunday Park (alternate route)	
5	28.13997 153.46758	545900 6887200	Riverside Drive Between house no.28 and 30	
6	28.13857 153.47061	546200 6887400	Michel Drive (Marinde’s Park)	
7	28.13704 153.47523	546600 6887500	Apex Park (Currumbin Tennis Courts)	
8	28.13574 153.47519	546650 6887700	Thrower House	
9	28.13548 153.47661	546800 6887700	Thrower Drive Boat Ramp / Car Park	
10	28.13395 153.47898	547000 6887800	Winders Park	
11	28.13028 153.48072	547200 6888300	Currumbin Creek Northside Beach	
12	28.12755 153.47813	547000 6888500	Palm Beach Parklands (Pirate Park)	

HELICOPTER LANDING ZONES			
MAP NAME	NEAREST WAYPOINT	Latitude then Longitude (all to the degrees)	NOTES/ COMMENTS
Currumbin Creek Kayaking Waypoints	8	28.13516 153.47351	Salk Oval Football Field
Currumbin Creek Kayaking Waypoints	12	28.12721 153.47761	Dune Café Currumbin - Parklands

Emergency contact numbers	
Emergency operator (Police / Fire / Ambulance)	000 or 112
Third party contact / Program coordinator Name: Stephen Blount Name: Mark Cridland	0432 023 255 0477 311 709
Nearest police station Name: Palm Beach Police Station Address: Gold Coast Hwy and Hawaii Av, Palm Beach, QLD 4221 Mon to Fri 8am-4pm	(07) 5534 0222
Nearest hospital Name: Robina Hospital Address: 2 Bayberry Lane, Robina QLD 4226	(07) 5668 6000
Nearest hospital for minor injuries and illnesses Name: Tugun Satellite Hospital (8am – 10pm)	(07) 5513 9300

Address: 57 Boyd Street, Tugun QLD 4224	
SES emergency assistance	132 500
POISONS information hotline	131 126
EMERGENCY RESPONSE PLAN	
In the event of a serious injury or fatality	
<p>Guide’s responsibilities:</p> <p>The TOEEC supervisor will assess the situation and take responsibility of the group and any decision will be in a planned response. The TOEEC supervisor will nominate a visiting teacher to take care of the student/s and remove them from the accident site and remain with them somewhere safely nearby and within visual range of the TOEEC supervisor.</p> <p>The TOEEC supervisor will be responsible for any first aid management required.</p> <p>At all times throughout the incident, the TOEEC supervisor is expected to manage the situation to the best of their ability in their role as the instructor and primary first aid giver.</p> <p>The TOEEC supervisor will stay with the casualty at the accident site and the visiting teacher with the group until emergency services arrive.</p>	
PRIORITY ONE	PRIORITY TWO
Communication with emergency services	Management & evacuation
<ul style="list-style-type: none"> • Step One <p>Stabilise the situation, ensure everyone else is not in danger.</p> <p>Apply appropriate first aid to the casualty/ies. Check critical life threats Airway, Breathing and Bleeding – Primary Survey</p> <ul style="list-style-type: none"> • Step Two <p>Gain two-way communication with emergency services.</p> <p>TOEEC supervisor to watch casualty/ies. TOEEC supervisor to make contact with relevant emergency services and or third party.</p> <p>Maintain communication until emergency assistance arrives.</p>	<p>Teachers responsibilities / actions:</p> <ul style="list-style-type: none"> • Continue first aid on casualty • Cancel activity • Confiscate students phones if they have them • Evacuate group as soon as you can • TOEEC supervisor remains at accident site • Don’t clean up the site if there has been a fatality, crime, major injury – police will need to investigate the site first • TOEEC supervisor to fill out incident report form as soon as possible • Arrange a meeting, as soon as possible, with operators, police, other emergency services

	<ul style="list-style-type: none"> • Debrief and follow up on police investigation • Don't talk to media
Decision to evacuate	Decision to initiate Search and Rescue
<ul style="list-style-type: none"> • At any stage there is a life-threatening situation • Insufficient first aid supplies • Situation becomes unmanageable or unsafe • Serious first aid incident • Environmental threats like bushfires or rapidly rising water levels, or other extreme weather events 	<ul style="list-style-type: none"> • Third party (school admin) to contact emergency services if you have not checked in by designated time (i.e. overdue check in) • A student or visiting teacher missing for more than 15 minutes after a hasty search. It may be sooner than this e.g. if the child has a medical condition

COMMUNICATIONS PROTOCOL
Communication to be used, level of reliability and communications contingency plan:
Area has reliable mobile phone coverage. TOEEC supervisor will contact emergency services directly in case of an emergency.

Foul weather contingency plan	
<p>Action plan:</p> <p>Contact camp coordinator.</p> <p>Call for bus evacuation if possible.</p> <p>Consider nearest emergency evacuation exit if required.</p> <p>Evacuate water and seek shelter.</p> <p>Monitor weather using mobile phone APPs.</p>	<p>Resources required:</p> <p>Tarp, mobile phone.</p>

