

The Portsea Camp

EMERGENCY RESPONSE PLAN

- To ensure that the correct response is made to any emergency situation that may arise in the camp, all Portsea Camp staff and user groups are requested to make themselves familiar with the details of the emergency response plan.
- In the event of any emergency Portsea Camp staff should be informed.
- To prevent confusion - and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, etc. should be handled by The Portsea Camp or Group Leaders. This will enable immediate assistance to be provided and an appropriate response planned.
- All contact with emergency services should be done by The Portsea Camp CEO where time / availability permits.

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2. SITE OVERVIEW

Management

The Portsea Camp is owned by The Portsea Camp, a company limited by guarantee and operates as a children's charity. Management responsibility rests with an elected Board of Directors who are responsible for policy direction. The Board employs a staff team under the management of a Chief Executive Officer, Stephen Eastop.

Location

The camp is located 500 metres east of Portsea village at 3704 Point Nepean Rd on the corner of Franklin Rd and occupies 2.5 hectares of land.

Site

Campsite buildings are spread across the upper area of the camp whilst most recreation activities and equipment are positioned on lower levels towards Port Phillip Bay. Buildings cover approximately half of the site. The site has few large trees and has a large oval. Most vegetation occurs around the headland known as Point Franklin and is predominantly on coastal reserve land managed by the Mornington Peninsula Shire.

The camp was originally an army post with a number of buildings constructed in the 1880s. The site is listed on the Historic Register and a Conservation Management Plan is presently being prepared. The land became a children's camp in the 1940s when it was run as a children's charity by the Lord Mayors Camp Fund. The Fund ceased its involvement in 1995 and handed the property to an independent board of management.

Older buildings were constructed of rammed rock and lime. These buildings are located on the south eastern corner of the land and surround a parade ground area. Two staff residences are on the site, one a prominent limestone building, the other a classic double fronted timber cottage. The cottage actually sits on adjacent road reserve. The MP Shire has allowed the camp exclusive use of the cottage since the 1940s.

Recent additions include Winwood (dining) and Connelly (meeting) Halls built of timber and contemporary cladding in the 1940s. The two more recently constructed accommodation wings (Bayside Units and the Boonerwung Wing) are constructed of brick and concrete and were built in the 1970s. A new medical / multipurpose building was constructed in 2000 to replace the camp's aging medical facility. The building is constructed from timber and cladding and has a colorbond roof. A brick office, a number of garages, two concrete bunkers and a timber recreation storage building complete the buildings on site.

The remains of Fort Franklin are at the northern boundary of the camp. Although inaccessible beneath ground there are a number of rooms in pristine condition that were once used to prepare shells for the guns that featured as part of the Fort.

Surrounds

The camp is surrounded by residential allotments that are the holiday homes of many wealthy Victorians. Port Phillip Bay is immediately to the north beyond the narrow coastal strip. Cliffs provide the southern boundary whilst all other sides of the camp are fenced.

It is very unlikely that bushfire will ever be a threat due to the narrowness of the Peninsula although the Mornington Peninsula National Park is 2 km to the west. Fire would need to travel some 2 kilometres to the camp through built up land. The camp has immediate access to Portsea front beach affording a great deal of security for evacuation from the camp if fire were ever to be a threat.

The area is well covered by security services protecting the homes of the rich.

Were an emergency to develop the camp is extremely close to emergency services and is on town water and gas.

Hazards

The camp is comprised of many buildings which would enable campers to be relocated within the camp were there ever to be a need. The camp has just over 450 beds in three discrete accommodation areas but has a maximum occupancy of 320 due to the capacity of its sewerage treatment plant.

The camp stores household quantities of hazardous materials, almost exclusively in garages built into the cliff at Fort Franklin that were once used for storage by the military.

As the camp ranges down a steady fairly steep slope to the north access is easiest via the wide main drive off Point Nepean Rd. Hydrants and gas and power cut off points are readily accessible from the main drive.

Campers move around the site on sealed roads and paths with occasional necessity to traverse areas on good grass. Much of the upper accommodation area is lit up at night and lights run down the steeper roadway between the upper built area and the recreation spaces.

Emergency Services

Emergency services (fire and police during summer months) are located at Sorrento, 3.5 kilometres away by good paved road. The ambulance and 24 hour police are based in Rosebud, some 20 kilometres away on good paved road, a travel time of approximately 15 to 20 minutes.

Doctors surgeries are as close as Sorrento whilst the nearest hospital is at Rosebud with a 24 hour emergency department.

The Southern Peninsula rescue Squad's base is at Sorrento and the squad's helicopter is able to use the camp's oval for emergencies and its boat, the main beach in front of the camp. The Squad runs rescue demonstrations for children at the camp, frequently landing the helicopter on the camp's oval.

In the event of an emergency essential services would be contacted by phone. The camp has good mobile reception.

Site services

Town water is supplied by South East Water Ph 132812

Natural gas is supplied by Origin Ph 132114

Electrical power is supplied by AGL Ph 132009

Communications

The campsite has 3 incoming telephone lines to the main office, a separate line to an on-site staff member and a further public line to Connelly Hall. The camp has one mobile phone for on-call staff. Both on-site staff have mobile phones.

Were power to fail the camp would have no problem contacting emergency services by mobile phone.

Fixed Fire Protection

The camp has a hard wired smoke detection system fitted to all campers accommodation rooms and to the Medical (Nautilus) Centre. Couta Cottage is hardwired. The system is backed by battery.

Couta Cottage is the exception. Tis cottage has battery units fitted as do both staff houses.

The alarm system has a universal sounder on the main office which reacts to a signal from either of the 3 accommodation areas or the Medical Centre, each of which has its own sounder.

The camp has 2 hydrants in prominent positions in the main 'flagpole' area adjacent to the office and on the main drive. Fire hoses are located in the Parade Ground and at the Boonerwung Wing and Winwood Hall. Large bore garden hoses are put out in other areas on days of total fire ban. Water and chemical extinguishers are located throughout the site.

The smoke detection system was designed and approved by a building surveyor after the camp approached the Regional CFA Risk Assessor in 1997 for advice on the preferred arrangements.

The CFA does not visit to inspect for fire hazards although this will be instituted this year.

All fire fighting appliances are serviced annually as per requirements, whilst the smoke detection system is tested monthly (random units) and 6 monthly (every unit) by a qualified testing service – Valley Fire.

History of emergencies

The camp has never had a serious emergency in 60 years of operation. Children have gone missing for brief periods but have always been located on site and the SES was called in 1999 to secure part of the roof of the main hall when high winds threatened to lift the roof and roofing iron was looking unstable. The windward side of the roof has since been replaced.

Management presence

The camp rosters one of the two resident staff to be on-duty after office hours at times when no staff (kitchen / recreation) are present cooking or running activities. Group organisers are advised to phone the camp's emergency number to obtain staff assistance after hours.

If the on-duty staff member is going off site for brief periods they are required to remain within a 20 minute drive from the camp, discuss their proposed absence with group leaders and feel confident that group leaders are able to take responsibility for any incident before being off-site.

All group leaders are provided with a copy of the camp's Emergency Management Plan which is written simply and comprehensively to enable them to manage any incident in the first instance. Group leaders are encouraged to familiarise themselves with its content. Staff never move out of mobile range and also ensure that if mobile reception may be doubtful, a landline contact number is supplied to group leaders. Staff are never away from camp overnight.

What is the most likely threat?

The most likely threat at the camp is the loss of a camper. At night there are many dark corners and the number of buildings leaves plenty of opportunity for children to hide.

The risk of abduction is ever present.

3. What to do in an emergency

See following instruction chart

1. Verify

Verify the report

- confirm with other campers, with emergency services or other reliable people the accuracy of information about the emergency.

2. Notify

Notify the emergency services and Portsea Camp staff

By the quickest possible means, immediately notify:

- the emergency services
- the Portsea Camp staff

3. Assess

Assess the danger posed by the emergency

- use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
- use verbal information.
- observe what is happening to decide:
 - has the danger passed?
 - is the danger increasing or decreasing?
 - is the danger coming closer or moving further away?
 - is the weather or terrain affecting its progress?
- decide how much time exists to take alternative actions.

4. Act

Take action based on the assessment of danger

- ensure that injured campers are not exposed to further injury or danger.
- contain the emergency if safe to do so.
- move people away from the danger area by the safest means, if necessary, move campers indoors, to one end of the building, to the furthestmost part of the campsite or to a site well away from the campsite if time permits.
- refer to any specific procedures developed for the emergency.

Assembly Area:
Basketball Court
(Primary)

Point Nepean Rd
(only if serious gas leak)

Emergency Siren @ Office
and each accommodation
area

Portsea Camp is located at 3704 Point Nepean Rd, Portsea 3944
Melways map 156 F2

Emergency Phone Numbers			
Fire Police Ambulance Dial 000			
Camp office 5984 2333 After hrs mobile 0417 554 834			
Doctor 5984 4322		Hospital (Rosebud) 5986 0666	
Town gas 132114		Electrical supplier 132009	
Bottled gas 9883 5623		Southern Peninsula Rescue Squad 5984 4555	
Plumber 5988 9855		Electrician 0408 282 335	
Education Department Hotline 9637 2000			

4. ROLES AND RESPONSIBILITIES

The Portsea Camp Staff

The Portsea Camp staff, if on site and available, will co-ordinate the emergency and set up a command centre in the camp office. They will liaise with emergency services and take control of all responses not involving the supervision of campers. Other Portsea Camp staff, if on site, will assist where necessary.

Group Leaders

If Portsea Camp staff are not available or the group leader believes the response is within their own resources they can contact the emergency services and implement the planned response. Portsea Camp staff **MUST** be notified as soon as practicable. Portsea Camp staff will then assume the coordination responsibility for the emergency. Group Leaders must supervise campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by Portsea Camp staff or emergency services.

Group Leaders must ensure camper medical forms & medicines and parent contact details are taken with the group to the basketball court evacuation assembly area.

The Portsea Camp provides the following emergency plan after full consultation with the local emergency services.

Regardless of the time of year, ensure all cars and vehicles are parked in the Parade Ground only. This will allow ready access to all emergency vehicles.

Each group using the Portsea Camp during the fire danger season, November to March, should conduct a fire drill under the direction of Portsea Camp staff when a Total Fire Ban day is declared.

Familiarise yourself with the procedures listed below. However, in all situations - **the personal safety of all campers is of paramount importance.**

5. MEDIA MANAGEMENT

NOTE: To prevent nuisance calls by media - which tie up valuable staff and phone resources, all emergency situations will be managed in the following manner.

1. No private phone access will be allowed during emergency situations.
2. Mobile phones shall not be used except in isolated locations or in medical or other extreme emergencies.
3. Under no circumstances shall campers contact outside agencies except at the direction of the Portsea Camp staff or the group leader(s), and then only to assist in the combating of the emergency.
4. Refer all media inquiries to Police and offer no opinions
5. Media access to the site and to clients is banned except where Police and parents dictate otherwise

If the media arrive at the site by helicopter they may attempt to land on the oval. They could arrive before the emergency services and should be met on arrival by either Portsea Camp staff or Group Leader. Request that they remain away from the main camp and do not allow them access to the campers. Offer no comment on the emergency and refer them to the police or emergency services when they arrive.

6. EMERGENCY RESPONSE TO ROUTINE INCIDENTS

Electrical Failure

Electrical failure will cause a blackout. Battery back up will allow hard wired smoke detectors to still operate. Loss of power will also disrupt power supplies for some heaters and all hot water services. Portable battery operated lights are available for campers.

RESPONSE:

1. Notify Portsea Camp staff who will investigate:
 - at the office (Sunday to Friday during business hours)
 - in the kitchen (mornings 7.30am to evening 7pm when catering), or
 - all other times on 0417 554 834
2. Continue on with camp program if daytime
3. If dark assemble campers in Winwood Hall, or the Nautilus Centre if solely accommodated in Bayside Units, conduct a head count, organise torches and outline modified program.
4. If campers in bed visit each room and organise campers to have torches ready, or provide Portsea Camp torches
5. Meals may still be available as some kitchen equipment is operated by gas alone
6. Continue camp program

The Portsea Camp STAFF RESPONSE:

1. Check power point/light fitting in building
2. Replace broken globes
3. Check fuse boxes in each building, including the supply in the Parade Ground between rooms 6 and 7. Key is in the office hanging in the cupboard
4. Check power supply outside camp to determine an area blackout
5. Call Brian Moseley to check fault and delay
6. If fuse tripped or fault undetectable call camp electrician Gary Moseley on
7. 0408 282 335
8. Inform group leader of action
9. Contact Portsea Camp kitchen staff re menu etc.
10. Do not allow use of candles in accommodation areas.
11. Provide group leaders with torches if after hours.

Water Loss

Water loss will stop toilets working, there will be no water to bathrooms or to the kitchen.

RESPONSE:

1. Notify Portsea Camp staff who will investigate:
 - at the office (Sunday to Friday during business hours)
 - in the kitchen (mornings 7.30am to evening 7pm when catering), or
 - all other times on 0417 554 834
2. Continue on with camp program if daytime
3. If campers are going to bed visit each room and ask campers to avoid toilet trips. (Boys can use the oval with leaders' supervision).
4. Meals may not be available however fruit will be provided.
5. Continue camp program.

The Portsea Camp STAFF RESPONSE:

1. Check meters at the main entrance (in front of the Boonerwung Wing beside Point Nepean Rd) and at the rear of the kitchen (in the scrub beside the evacuation gate next to the bin store)
2. If meters are running and on, check whether there are any obvious leaks
3. Call South East Water on 132812 check when water is likely to be back on
4. If problem has arisen at the camp contact plumber, John Riley on 5988 9885.
5. Inform group leader of action
6. Contact Portsea Camp kitchen staff re menu etc.
7. Decide whether bottled water needs to be purchased from local shops.

Gas Failure

No heating in Winwood Hall, Connelly Hall or Boonerwung Wing bunkhouses could indicate trouble with gas supplies.

RESPONSE

1. Notify Portsea Camp staff who will investigate
2. Continue on with camp program

The Portsea Camp STAFF RESPONSE:

Winwood Hall heaters

1. Investigate whether the electrical power to gas heating units is working by looking in the main kitchen fuse box in the alley between the kitchen and laundry.
2. If power is on then check if the gas valve located at southwest corner of Connelly Hall has been turned off
3. If no success call camp plumber
4. Inform group leader of action and kitchen staff if cooking will be disrupted.

Kitchen – Gas valve at Franklin Rd end of exhaust canopy

Connelly Hall – 2 gas valves in southwest corner of building. 1 inside building on gas line to heater. Power at fuse box in walkway between kitchen and laundry.

Boonerwung Wing – gas valves outside each dorm and inside adjacent to heater. Power at fuse box inside northeast gate.

7. EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

Bushfire : At The Campsite

The following procedures are drawn up on the premise that it is safer to remain at the camp than attempt to move in the face of a fire:

1. In the event of a fire emergency in the immediate area the campsite will be evacuated **only on the advice of the emergency services.**
2. The Portsea Camp staff, or in their absence the group leader, will **use the Public Address system in the office to address campers.** The office can be accessed in an emergency by accessing the key in the holder in the wall adjacent to the front door – key in 3704 and push the upper release. The PA system is behind the reception desk and has clear instructions for use fixed to it. This places all campers on alert and they should quietly and slowly move to the vehicle parking area in the Parade Ground.
3. A **head count of campers** is to be conducted by group leaders after which Portsea Camp staff, or in their absence two group leaders together, are to **check all campsite buildings** for campers closing all doors and windows (close blinds).
4. The **camp office will be the command centre** and all communication with the emergency services will occur here.
5. **All people are to remain at the Parade Ground** (under verandas if it is wet) until advised otherwise by the emergency services. Camp staff will provide torches if an incident arises at night.
6. **Gas and power** should remain on unless fire close by.

The Portsea Camp STAFF RESPONSE:

- appoint staff to designated areas;
- ensure hydrants are accessible
- direct emergency services to the fire and to camp hydrants;
- remove combustible material from verandas;
- move cars into central car park;
- use loudhailer to manage campers. Loudhailers are in the office reception area in the timber cupboard.
- Do not climb on buildings

Bushfire: Off Site

(on days of total fire ban all campers will be advised to cancel trips to Point Nepean)

1. If smoke or flames are seen near the campsite no attempt should be made to return to the campsite. If there is danger of being threatened by the fire retreat to a safe area i.e. the beach.
2. Campers should drink plenty of water.

Building Fire:

All sleeping areas are fitted with smoke detectors. In the event of an emergency signal sounding the following steps are to be undertaken:

1. **In the event of a smoke alarm sounding** alert the people in the room and contact an adult or group leader.
2. **The Portsea Camp staff or a responsible adult or group leader** is to check the sleeping area being indicated by the alarm.
3. **If smoke is present** in the sleeping area the accommodation rooms are to be evacuated in a quiet and orderly manner to the basketball court evacuation area where a head count will be undertaken. A **designated** group leader or The Portsea Camp staff member is to undertake individual room checks to ensure that all sleeping areas are empty. If safe to do so, close doors and windows as you leave.
4. **Call 000 and ask for fire brigade.**
5. **If there is no evidence of smoke** The Portsea Camp staff or a group leader should investigate the [fire site] to ascertain whether or not it is a false alarm. If it is a false alarm do not evacuate, advise evacuating campers to return to their rooms. Camp staff will re-set the alarm and will not notify emergency services unless there is any doubt that the alarm was false.
6. **If doubt exists, evacuate campers and call the fire brigade on 000.**
7. **If The Portsea Camp staff are not present they are to be immediately notified.**
8. **Never fight fires unless you believe it is safe for you to do so and you are over 18 years of age.**
9. **Gas & electricity** should be isolated at circuit boards and gas supply valves if safe to do so. See map for locations.

The Portsea Camp STAFF RESPONSE:

- appoint staff to designated areas;
- ensure hydrants are accessible
- direct emergency services to incident site
- only attempt to fight a fire if you believe it is safe for you to do so and all campers have been accounted for.

Camper Abduction Or Assault (NB No Private Access To Telephones)

Off Site

1. Witnesses gathered and Police contacted immediately on 000 or by any available means.
2. Group returns to camp to continue program. **The Portsea Camp staff immediately notified.**
3. Police manage situation
4. Group leader contacts organisation

On Site

1. Immediate details obtained from witnesses and Police notified immediately
2. Rest of group to carry on with program
3. Witnesses held in office but separated so as not to discuss the incident subject to police arrival
4. Do not contaminate the scene as evidence may be left.
5. Group leader contacts organisation
6. Police manage situation

Hostage Situation

There is no single correct response for this problem, as it will depend on prevailing circumstances.

If in Direct Contact With Perpetrator:

Principles to observe when confronted by situation:-

1. Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator
2. Be flexible in response, do not antagonise the perpetrator and try to observe their behaviour
3. Comply with reasonable requests and negotiate if possible

If Not In Direct Contact with Perpetrator:

1. Should a hostage situation develop at the camp all campers and staff not involved are to be immediately evacuated to Portsea front beach. NOTE: Evacuation should only occur if it can be done in a manner that will not inflame the situation. All evacuations should be quiet and if possible out of sight of the perpetrator.
2. Police notified immediately on 000 who will take control.
3. On advice from police campers remain at the beach or evacuated home.

Injury / Illness/ Near Drowning

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Contact The Portsea Camp by mobile phone (5984 2333)
4. Two adults with 1st aid training to stay with person, rest of group continue activity away from injured camper
5. The Portsea Camp staff or group leader contacted to arrange transport of person to medical aid or call Ambulance.

Gas Leak

1. The Portsea Camp staff or Group leader to be notified **immediately**.
2. **Immediately call 000 and ask for fire brigade**
3. **Isolate all ignition sources** – eg., cigarettes out, bbqs off, no use of vehicles
4. **Gas isolated** at main driveway supply point if safe to do so. See map
5. **Gas isolated** at each location if safe to do so. See map
6. **Evacuate** people from immediate area
7. **Consider major evacuation** of all areas on advice from Emergency Services
8. **Contact camp plumber** to reinstate services after fire brigade has issued all clear.

Storm damage to structure

1. If anyone is aware of structural damage to a building caused by wind or falling wind blown debris they are to immediately alert those nearby.
2. If anyone has been injured consider the triage system of providing support – identify the people who need the most urgent life-supporting assistance and help them first
3. Campers are to go or remain indoors immediately unless it would be unsafe to do so.
4. Campers are only to be moved if the building they are in is under threat.
5. Consider the safest evacuation route so that risk of wind blown debris is minimised.
6. It is preferable to evacuate to brick buildings rather than to Winwood or Connelly Hall.
7. Notify camp staff as soon as possible
8. Reassure campers

Camp staff will:

1. advise the safest buildings to evacuate to
2. contact emergency services – police and SES
3. shut off gas, water and / or power if the situation dictates
4. not attempt to protect buildings from further damage unless the storm front has passed and there is no danger

Explosion

1. The Portsea Camp staff or group leader to be notified **immediately**
2. **Immediately call 000 and ask for fire brigade**
3. **Gas isolated** at each location if safe to do so. See map
4. **Evacuate** people from immediate area
5. **Consider major evacuation** of all areas on advice from Emergency Services.

8. POST EMERGENCY DEBRIEF

In the event that the Emergency Response Plan is enacted a post response debrief will occur as soon as practicable after the situation has been normalised. The level of this debrief will be determined by the seriousness of the incident.

Minor incidents - Where the matter has been handled internally and no injuries or apparent exposure to potential trauma has occurred.

- A discussion between those involved in the incident and Portsea Camp staff will occur. Diary notes of the incident and the response will be made. Any problems with the response and lessons that can be learned will be noted and adopted. Consideration will be given to involving emergency services.

Major Incidents - Where injury, trauma has occurred or Emergency Services have been involved.

- A full debrief with all parties involved and formal recommendations as to any adjustments to the response are sought from all interested parties. A report shall be written and lodged with the camp to be kept on file.

9. LOCALITY AND SITE PLAN

10. EMERGENCY TRAINING AND REVIEW OF THE PLAN

- Portsea Camp staff are briefed on the Emergency Management Plan as part of the induction process on commencing employment.
- Each Camp staff member is provided with a copy of the plan and are to acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points.
- The Emergency Management Plan is tested every 12 months to simulate different emergencies and a formal log will be kept on file.
- The Emergency Management Plan is reviewed annually and immediately after a significant incident. Where a significant event has occurred the plan will be reviewed in conjunction with emergency services.
- The phone contact list will be verified annually.

11. EVAUCATION FOR PEOPLE WHO HAVE A DISABILITY

People who have a disability and their carers are advised to discuss evacuation procedures with camp staff as the evacuation path to the basketball court evacuation area is quite steep. Camp staff will advise the person who has a disability, and if applicable their carer, to evacuate to basketball court if confident to do so, or alternatively to the main office which will be the main command area. The agreed upon evacuation area will be advised to group leaders to ensure that there are no misunderstandings.

12. THE PORTSEA CAMP PHONE DIRECTORY

Staff

Stephen Eastop (resident)	CEO	5984 2333 / 0439 385 535
Nigel Dewar (resident)	Recreation Coordinator	5984 2333
Alex Crawford	Office Manager	0417 594 299
Ben Tyrrell	Maintenance	0409 188 661
Sandra Collins	Chef / Catering Manager	0417 008 821
Peter Newton	Finance Manager	0409 061 033

Directors

Geoff Secker	President	0418 344 059
Mark Betts	Director	0411 698 189
Nick Welch	Director	0407 721 009
Neil Weatherill	Director	9754 2033
John Marshall	Director	0425 721 884
John Cleaves	Director	9531 6988
John Tanner	Director	0418 594 607
Helen Prescott	Director	
Tony Haining	Director	
Sandra Haining	Director	