

King Island Council

COMMUNITY RECOVERY MANAGEMENT PLAN

**(sub-plan of the King Island
Municipal Emergency Management Plan)**

**Tabled at King Island Council Meeting
on 24 June 2008**

(updated 20 March 2009)

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PART ONE – General

1. Introduction

1.1 *General Overview*

This recovery management plan seeks to establish the commitments of various organisations involved in recovery management in the King Island local government area. This will enable effective and coordinated management of the recovery process in the event of an emergency. The plan will facilitate the recovery of affected individuals, communities and infrastructure as quickly and practicably as possible.

The plan sits within the broader structure of the King Island Council's Municipal Emergency Management Plan.

1.2 *Aim*

The aim of the plan is to develop and formalise arrangements for the effective management of the recovery process in the event of a disaster in the King Island municipality.

1.3 *Objectives*

The objectives of this plan are to:

- Identify the trigger(s) for the activation of the plan.
- Outline recovery management structures and management processes, which ensure community participation in the recovery process.
- Identify, mobilise and co-ordinate a range of material, financial and social support services within King Island to assist community recovery. (Identified primary agencies will be responsible for the management of specific recovery support services).
- Identify resources available for use in the recovery process.

1.4 *Scope and Responsibilities*

The overall responsibility for co-ordinating the Recovery Management Plan for emergency events within the King Island local government area rests with the King Island Council (KIC). In the event of an emergency situation that is beyond the capacity and resources of the KIC to effectively manage on its own, the Municipal Emergency Management Coordinator will contact the Chair of the North West Region Recovery Committee. In this case, the Department of Health and Human Services, through the North West Region Recovery Committee, will work with the KIC to co-ordinate recovery services.

1.5 *Activation Trigger*

The activation trigger for the Community Recovery Management Plan is the Municipal Emergency Management Plan being implemented. The Local Community Recovery Coordinator, as a member of the Municipal Emergency Management Plan Committee will determine the level of response as required.

2. Types of Recovery Services Required

Recovery services are briefly described in the following table, for contacts for primary and supporting agencies refer to Appendix B. For more detailed information on responsibilities and actions of primary agencies please refer to Section 5 of this Plan (pp9-10). Where King Island Council has direct responsibilities, these are detailed in Section 6 (pp10-14).

Service	Description	Primary agency
Accommodation	Provision of emergency and temporary accommodation.	King Island Council (Executive Officer)
Animal Welfare	Provide support to the community for preservation and protection of domestic animals.	King Island Council (Director of Development & Environmental Services)
Catering	Provision of emergency catering	KI Hospital & Health Centre (Manager)
Clothing and Household Items	Provision of clothing and household items	Catholic Parish (Parish Administrator)
Community clean-up	Provision of assistance with clean up of households and community assets following an emergency incident. (As determined by the recovery committee in the context of each situation)	King Island Council (Director of Works & Engineering)
Community re-establishment (long term)	Identification and prioritisation of redevelopment for the longer- term restoration of community assets, services and general well being of the community.	King Island Council
Personal Support	Provision of support services ranging from providing initial comfort to reassurance.	KI Hospital & Health Centre (Specialist Rural Worker)
Financial assistance	Provision of short and long term financial assistance to enable affected persons to replace essential belongings lost as a result of the emergency.	Specialist Rural Worker Children & Family Services
Information Management	The gathering, processing, and disseminating of information to the affected community, and the gathering of community feedback	Refer to MEM Plan Section 7 & 13
Interpreter Services	Facilitation of the provision of interpreter services for affected persons from diverse linguistic and cultural backgrounds (and cultural information).	KI Council
Recovery centres	Establishment of one stop shops for a range of services.	KI Council (Community Recovery Coordinator)
Evacuation & Assembly Centre	Establishment of Evacuation and Assembly Centres for short term accommodation.	KI Council (Community Recovery Coordinator)
Temporary Care For Children	Registration and care of children.	Children & Family Services (Child Health Nurse in consultation with North West Area Manager)

Registration and Inquiry	Registration of disaster affect persons and provision of inquiry facilities to locate those persons	Red Cross
Transport	Provision of both emergency evacuation support and subsequent coordination of transport	SES – Refer to MEM Plan 3.3
Volunteering Coordination	Manage volunteer resources, refer to section 4.1.	KI Council (<i>Youth Development Officer</i>)

3. Management Structure

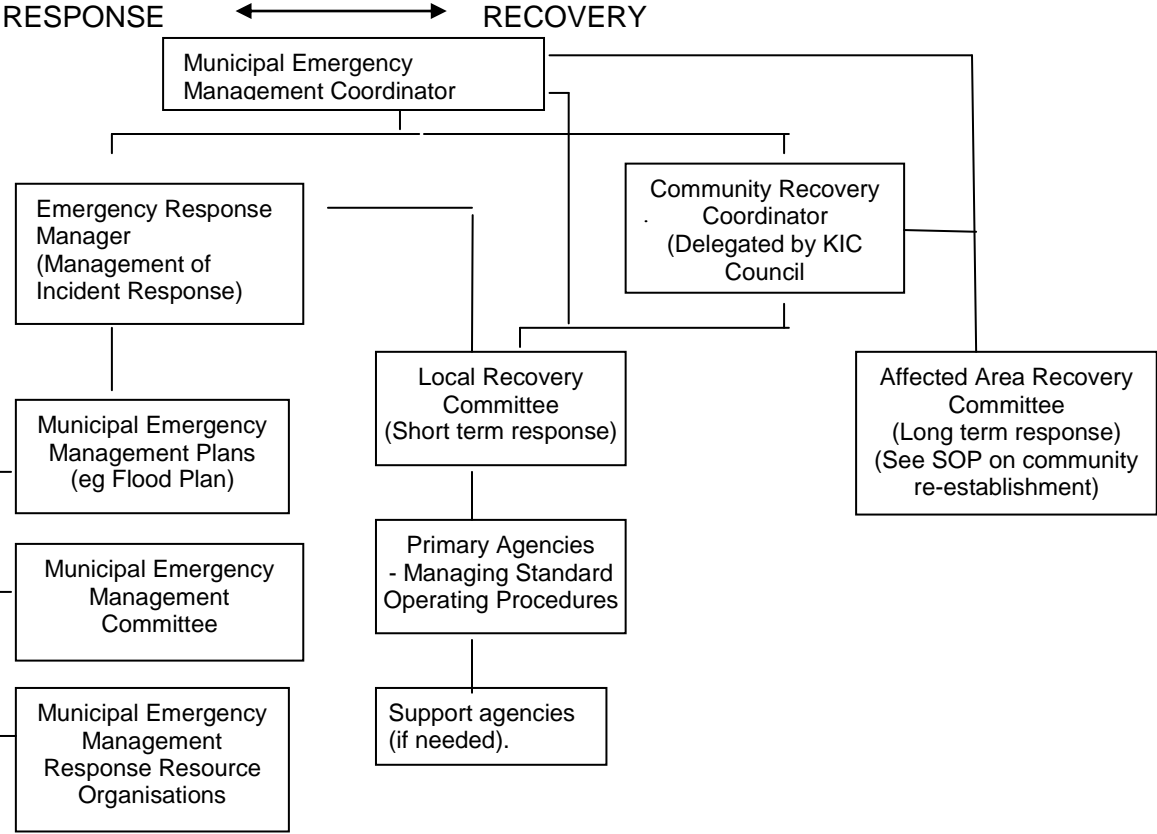
3.1 *Recovery Management Principles*

- ◆ Management and service provision will be devolved as much as possible to the local level. State and Regional recovery strategies, services and resources will supplement and complement the municipality’s initiatives rather than replace local endeavours. Emphasis will be on KIC’s role of coordination activities with primary agencies managing the delivery of the recovery services.
- ◆ Emphasis will be given to supporting and maintaining the identity, dignity and autonomy of affected individuals, families and the community.
- ◆ Management of recovery will occur in the context of clear and agreed arrangements, and involve processes of consultation and cooperation through established communication channels.
- ◆ Wherever possible, the normal municipal management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.
- ◆ Recovery information and recovery services need to be coordinated and readily accessible to affected individuals, families and communities and responsive to their needs and expectations.

3.2 *Implementation*

- ◆ The Municipal Emergency Management Plan shows the overall management response to an incident and should be read in conjunction with this document.
- ◆ The Local Community Recovery Coordinator, or a person delegated by KIC, is to initiate recovery activities as documented in this section of the Plan as soon as possible, when required, after an emergency occurs.
- ◆ The Local Community Recovery Coordinator shall convene a meeting of the Local Recovery Committee as soon as possible where the emergency is of a magnitude that requires their involvement.

There are two main aspects to managing the effects of a disaster – response and recovery. Close liaison between those involved in the incident response and those involved in recovery services is essential for effective recovery. The following organisational diagram summarises relationships:



3.3 Local Recovery Committee (Short term)

3.3.1 Committee Composition and Function

The Local Recovery Committee will be formed from the primary agencies directly involved in recovery services. The Committee will also include the Community Recovery Coordinator, Emergency Response Manager and Municipal Emergency Management Coordinator, as well as other delegated KIC staff.

The sole function of the Local Recovery Committee will be to effectively coordinate the services provided during the Recovery phase in the **short term** and provide advice to the Emergency Manager on all short-term provision of recovery services.

In non-operational periods the role of the Local Recovery Committee is to:

- ◆ Maintain and review this Community Recovery Management Plan;
- ◆ Meet regularly to maintain liaison between agencies, enhance understanding of agency roles, update contact arrangements and ensure the currency of local arrangements; and
- ◆ Maintain links with the North West Region Recovery Committee.

The Local Recovery Committee will meet at least annually in non-operational periods.

3.3.2 Activation of the Committee

The activation of the Committee in the event of an emergency will only take place where the size and complexity of the incident warrants its activation. Where the recovery support needs only to be provided by a single primary agency, then activation of the Committee is unnecessary.

The decision to activate the Local Community Recovery Committee for a particular incident will be made by the Local Community Recovery Coordinator following consultation with the Municipal Emergency Management Coordinator and the Incident Manager.

3.4 Affected Area Recovery Committee (AARC) (Long term)

An event of sufficient magnitude will involve a longer term recovery process. In this case an Affected Area Recovery Committee should be established to assist local government in **long term** community recovery. The aim is to have a management mechanism in place that advises on the longer-term restoration of community assets, services and general well being of the community. See the Standard Operating Procedure on community re-establishment in PART TWO - Section 6 for more information (pp10-12).

4. Other matters for consideration

4.1 Volunteers

Volunteers need to be well managed in order for them to contribute successfully to community recovery. Volunteers will be coordinated through the Local Community Recovery Committee by a nominated agency. The following guidelines will assist volunteer management:

- ◆ Direct volunteers to a separate registration area;
- ◆ Use a number of the early volunteers as registration personnel for the remainder, and to assist with and attend to:
 - ◆ volunteer identification;
 - ◆ liaison with organisations requiring volunteers to ascertain requirements in terms of numbers, skills, clothing, equipment etc which may be required;
 - ◆ Assisting in arrangements for relief/changeover, catering, counselling and other routine matters for volunteers; (Refer to Part Two, Section 5.7 of this Plan for debriefing and rostering of volunteers.)
 - ◆ Advising and assisting new volunteers to ensure that they are adequately clothed, equipped and instructed for the work which they will be doing;
 - ◆ Supervision to ensure that volunteers are allowed, and take, sufficient time to attend to their own needs; and
 - ◆ Follow up to ensure that all new volunteers are included in any form of recognition ceremony or program which may ensue.

4.2 Specialised requirements

Apart from the generic services which will be required by most disaster affected persons, there will also be a number of urgent requirements for minority groups. Primary agencies should ensure that they are as equipped as possible to attend to these special requirements. Some of these could include:

- 4.2.1. Special needs of the frail elderly and people with disabilities** such as interim and longer term supported accommodation, replacement of aids such as walking sticks, wheelchairs, frames, spectacles and hearing aids, transport and special counselling.

- 4.2.2. Special cultural and religious needs of ethnic groups**, particularly with regard to such things as funerals, dietary requirements, special clothing, religious needs and special gender based issues.
- 4.2.3. Ease of reestablishing one's identity.** Strict requirements for the production of multiple items of identification before obtaining particular services should be waived.
- 4.2.4. Ensuring that key personnel named in this plan** are backed up by at least two or three deputies to ensure that no part of this plan becomes inoperable due to absences (Refer Appendix B).

4.3 *Review of this Plan*

This Plan will be comprehensively reviewed every two years from the date of its first adoption.

PART TWO – Standard Operating Procedures and Guidelines

5. Guidelines for Primary Agencies providing Recovery Services

Each primary agency identified in Section Two above (p4) is responsible for managing certain recovery services to ensure the efficient and effective coordination and provision of each recovery service to persons affected by an emergency/disaster in the King Island municipality.

It is expected that services will be provided through normal operating channels of the primary agencies, augmenting staff and re-allocating functions as necessary to cope with the emergency/disaster.

The Local Community Recovery Coordinator will be responsible for overall coordination of the services. Primary agencies will closely liaise with the Coordinator through the Local Community Recovery Committee. (The North West Region Recovery Committee would generally be activated when the incident is beyond the capacity and resources of the King Island Council).

The following general procedures apply to all primary agencies:

5.1 Membership on the Local Community Recovery Committee

Each primary agency will be represented on the Local Community Recovery Committee.

5.2 In non-operational periods

Primary agencies will be responsible for defining and developing the roles of its members, other appropriate persons, and any support agencies under this Plan, for response to and recovery from an emergency/disaster. They shall also establish practices and principles for the training, coordination and provision of the recovery service they are responsible for in response to emergency and disaster situations.

5.3 In operational periods

Primary agencies will coordinate available resources and implement plans and procedures in the event of an emergency.

5.4 Authorisation of Expenditure

KIC and other recovery agencies shall obtain and pay for goods/services through their own supply systems. The Local Community Recovery Coordinator with the assistance of the Chair of the North West Region Recovery Committee will coordinate the acquisition of the supply of goods/services which cannot be provided by the municipality or participating agencies. When goods can only be obtained in such a manner, approval for payment from the Chair of the North West Region Recovery Committee is required prior to the goods being obtained.

As reimbursement may be sought by both primary agencies and support agencies it is essential that proper control be exercised and adequate records maintained to allow for a full audit of expenditure.

5.5 Public Appeals and Donations

Any public appeals for donations of cash or goods in the event of a major occurrence is the responsibility of the King Island Council. If such an appeal is launched, the primary agencies may act as a collection agency. In the case of cash appeals separate receipt books must be used, the money deposited into a separate account, and subject to full audit.

Any appeal for donation of goods would only be made with the agreement of the King Island Council.

An equitable distribution policy is required for subsequent distribution of cash or goods. This will be the responsibility of the Mayor through a delegated King Island Council Officer in liaison with appropriate parties and the Affected Area Recovery Committee (if set up).

5.6 *Media management*

All media releases prepared by members of the Local Community Recovery Committee should comply with their respective organisation's media protocols and procedures. Media releases are to be issued by the Mayor or lead agencies, with a copy provided to the Mayor. Refer to the Emergency Management Plan Chapter 13 for more information.

5.7 *Debriefing and rostering of staff*

Debriefing and rostering of staff in primary agencies will be the responsibility of that agency. The Coordinator of each recovery service should ensure that staff receives appropriate debriefing and counselling as required. This may include at the end of each shift or at appropriate intervals during and after the incident.

External organisations to the primary agency are responsible for debriefing and counselling of their employees or volunteer staff. Assistance may be available through the organisation's Employee Assistance Provider and this should be discussed with the coordinator of the primary agency.

All organisations involved in recovery services must ensure that a roster system is established as early as possible and it is desirable that staff do not work beyond a shift of 8 hours in any 24 hours.

5.8 *Key contact lists*

The key contact list for each recovery service is found in Appendix B of this Plan. This will be updated at each Local Community Recovery Committee meeting.

NB Staff of the Department of Health and Human Services should also follow procedures outlined in the ***Emergency Management Protocols*** and ***Aged, Rural and Community Health Standard Operating Procedures***.

6. Standard Operating Procedures for King Island Council

King Island Council is directly responsible for the establishment of recovery centres and for long-term community re-establishment in the event of an emergency. The following two standard operating procedures outline the process required to ensure the efficient and effective coordination and provision of each of the above.

6.1 *Community Re-establishment*

Primary Agency: *King Island Council*

Support Agencies: *Range of private, government*

and non-government organisations.

An event of sufficient magnitude will involve a longer-term recovery process. In this case an Affected Area Recovery Committee (AARC) should be established to assist local government in ***long term*** community recovery. The aim is to have a management mechanism in place that advises on the longer-term restoration of community assets, services and general well being of the community.

6.1.1 AARC composition

The composition of the committee will vary depending on the affected area. The membership of AARC should include community leaders and representatives and could be drawn from:

- Local Community Recovery Coordinator
- Mayor and/or nominated representative
- Councillors
- Government agencies (local, state, federal)
- Relevant community group representatives
- Affected persons representative
- Non-government agencies
- Insurance Council of Australia
- Law Society of Tasmania
- Industry group representatives
- Community Re-establishment Officer

6.1.2 Formation of AARC

The AARC will be established under the authority of the State Emergency Management Committee.

This committee will be responsible for deciding the exact composition of the AARC for any given incident.

6.1.3 Function of AARC

The AARC major functions will be to:

- Monitor the overall progress of the recovery process in the affected community;
- Identify long term community needs and resource requirements. For example:
 - Long term counselling
 - Long term legal, insurance and financial problems
 - Identify suitable areas for the disbursement of funds from appeals
 - Identify priorities for the restoration of services
 - Damage assessment
 - Environmental rehabilitation
 - Property restoration
- Liaise, consult, and negotiate with recovery agencies, government departments and municipal councils on behalf of affected communities.

In the process of carrying out these functions the AARC needs to develop a strategic plan to:

- Take account of local government long-term planning and goals;
- Consult regularly with all relevant community groups;
- Consider the requirements for special needs groups;
- Develop a timetable for completing major recovery functions;
- Allow maximum community participation in decision making processes and full access to information on proposed programs;
- Effectively use the support of State and Commonwealth agencies.

Standard Operating Procedure for Community Re-establishment

WHAT	HOW
AARC is activated by:	The State Emergency Management Committee in consultation with: <ul style="list-style-type: none"> • The Local Community Recovery Coordinator (LCRC); and • The Chair of the North West Region Recovery Committee OR by the Regional Emergency Management Controller
AARC will be coordinated by:	The Local Community Recovery Coordinator (LCRC) or a person delegated by the State Emergency Management Committee known as the AAR Coordinator.
The LCRC activates the internal processes for AARC	<ul style="list-style-type: none"> • Inviting appropriate parties to form the committee. • The LCRC deploys an officer (an Assessor) to undertake an assessment of the situation. • The LCRC has overall coordination of services (Refer to Section 5)
Briefings	The LCRC maintains communication with and provides briefings to: <ul style="list-style-type: none"> • relevant departments within KIC; • involved agencies; • the Assessor; and • the public as required.
Response	<ul style="list-style-type: none"> • In accordance with the Working Group's internal procedures and in consultation with relevant departments within the King Island Council and the North West Region Recovery Committee. • The LCRC appoints other staff as required.
Operational and Personal Debrief	<ul style="list-style-type: none"> • The LCRC will conduct an internal operational debrief. • Participate in a regional debrief and ensure appropriate personal debriefing is provided.

6.2 Establishing recovery centres

Primary Agency: King Island Council

Support Agencies: Dept of Health and Human Services

In **non-operational periods** the King Island Council will:

- Identify and maintain a register of suitable premises, and available resources;
- Undertake training in the management of recovery centres.

In **operational periods**:

KIC will establish recovery centres as **One Stop Shops** for a range of services. Selection of a suitable premise will be entirely reliant upon the nature, location and extent of the emergency, as well as the resultant needs, availability and accessibility. Adequate communication, catering, toilet and other services and facilities are essential.

See Section Seven (pp15 - 20) for contact and access details of suitable premises.

In the event of an emergency it is envisaged that the following will occur:

6.2.1 Notification

As soon as reasonably practical the Municipal Emergency Management Coordinator will advise the Local Community Recovery Coordinator of the emergency.

The Local Community Recovery Coordinator may determine that a Recovery Centre (One Stop Shop) needs to be established and liaises with and gains the approval of the KI Council General Manager. The Local Community Recovery Coordinator contacts the Chair of the North West Region Recovery Committee and provides a detailed situation report (see Appendix C for pro forma) advising of any support required from the North West Region Recovery Committee (including request for a community recovery assessor).

The Coordinator may activate the Recovery Centre Working Group of the North West Region Recovery Committee to provide support to the Local Community Recovery Coordinator for the operation of the Recovery Centre(s).

Area	Responsibility
Venue	Local Community Recovery Coordinator
Furniture	Local Community Recovery Coordinator
Telephones	Local Community Recovery Coordinator
Porta Loo (if required)	Local Community Recovery Coordinator
Management of the Recovery Centre	Local Community Recovery Coordinator.
Signage	Available from KIHHC and Department of Health and Human Services through the North West Region Recovery Committee
Tabards (vests labeled Human Services)	Available from King Island Council and Department of Health and Human Services through the North West Region Recovery Committee.
Support staff for the Recovery Centre	Contact North West Region Recovery Committee Chair All relevant support agencies
Information to general public about the Recovery Centre	Refer to Section 5.6
Outreach Program	Local Community Recovery Coordinator with the assistance of Department of Health and Human Services and other support organisations.

6.2.2 Local Community Recovery Coordinator

The Local Community Recovery Coordinator is responsible for coordinating the work of the group in operational and non-operational periods to assist King Island Council in the establishment of Recovery Centres.

6.2.3 Authorisation for Expenditure

Authorisation for expenditure on Recovery Centre infrastructure will normally be by KI Council's General Manager.

6.2.4 Standard Operating Procedure for establishing recovery centres

WHAT	HOW
Identified need for a Recovery Centre to be established	By the Local Community Recovery Coordinator in liaison with the Municipal Emergency Management Committee and Chair of the North West Region Recovery Committee.
Appropriate site selected	By referral to Section 7 of this Plan.
Permission to use site obtained	Local Community Recovery Coordinator makes appropriate calls (see Section 7 for contacts).
The Coordinator of the North West Region Recovery Centre Working Group is activated	By the Chair of the North West Region Recovery Committee following a Situation Report and request for support from the Local Community Recovery Coordinator / Department of Health and Human Services Disaster Assessment Officer.
The Recovery Centre Working Group is activated	By the Coordinator of the Recovery Centre Working Group. In accordance with the Working Group's internal processes the Coordinator will provide assistance and support to the Local Community Recovery Coordinator in the establishment of a Recovery Centre.
Briefings	The Local Community Recovery Coordinator maintains contact with and provides briefings to: <ul style="list-style-type: none">• Recovery Centre Working Group• North West Region Recovery Committee• The manager of the site

PART THREE – Resource Inventory

7. Resource Inventory - Possible recovery centres

7.1 *King Island District High School*

Schools can be used as recovery centres within the following guidelines:

- ◆ During school holidays;
- ◆ In disasters of such magnitude that continuation of normal school operation is suspended;
- ◆ When the school's proximity to a very localised, short term disaster makes it the most appropriate centre;
- ◆ When only part of a school (such as a hall) needs to be used.

NB Normal school programs would be maintained whenever possible.

In order for a school to be used as a recovery centre the following will apply:

- ◆ Co-ordination will be done through the Department of Education – Learning Services – North West in line with Education Department Critical and Emergency Procedures.
- ◆ KIDHS will provide the Learning Services Office with contact names for both school hours and out of school hours.
- ◆ Schools will indicate to Local Community Recovery Coordinator the facilities and amenities available for recovery purposes when:
 - ◆ the disaster was such that school would continue to operate
 - ◆ the disaster was such that school would cease to operate
- ◆ The North West Office will have this information on hand at the beginning of each school year and will be contactable in and out of office hours.

In the event that KIDHS was identified as the most suitable site for a recovery centre the following would occur:

- ◆ The Local Community Recovery Coordinator, or delegated Council officer, will contact the Learning Services North West Officer with a request to use the school.
- ◆ The Learning Services North Western Branch will provide the following:
 - ◆ Contact names for accessing the school;
 - ◆ Information on available facilities and amenities;
 - ◆ Layout maps of the school.
- ◆ The Local Community Recovery Coordinator will continue to liaise with the Learning Services North West Office for the duration of the incident.

7.1.1 King Island District High School contacts

Position	Work	Home	Mobile
Director - Malcolm Wells	6434 6350		0407 363 594
KIDH School Principal	6462 1366		0428 571 250

7.2 Other major centres (access and contact details)

7.2.1 King Island Town Hall

CONTACT AND ACCESS DETAILS

Address	Cnr Meech & George St, Currie
Keys	KIC General Manager
Telephone contact	6462 1177 (work) 6462 1204 (home) 0428 621 204
Fax	6462 1313
Alarm	No
Accessible entrances	Town Hall Foyer, Supper Room Kitchen and Council Offices
Capacity (approx no.)	200
Brief description of centre	Centre has large hall, supper room and kitchen, stage, and back of stage areas.
Additional information	Wheel chair accessible

7.2.2 Reekara Community Complex

CONTACT AND ACCESS DETAILS

Address	North Rd, Reekara
Keys	Linda Payne
Telephone contact	6462 1366 (work) 6463 1188 (home) 0428 307 751
Fax	None
Alarm	No
Accessible entrances	Front, Rear and Side Entrances
Capa (approx no.)	100
Brief description of centre	Previously used as a School, large central area, kitchen facilities, toilet, shower, play equipment and various rooms
Additional information	Managed by Lions Club of King Island

7.2.3 Grassy Club

CONTACT AND ACCESS DETAILS

Address	Main St, Grassy
Keys	Marie Saunders
Telephone contact	6461 1341 (work) 6461 1337 (AH)
Fax	6461 1341
Alarm	No
Accessible entrances	Front and rear
Capa (approx no.)	100
Brief description of centre	Working men's club with bar, bistro, restaurant & cabaret room and office.
Additional information	PA system, shower, toilets, (Recovery Box in room behind bar)

7.3 Recovery centres for localised events (includes access and contact details)

Halls, sporting clubs, complexes and community centres can be used for localised events. These halls are limited to use as advice centres but in some circumstances it is possible they could act as short term accommodation (evacuation & assembly centres) for a small number of people (unless otherwise indicated). The following provides possibilities by townships. [Permission to use these facilities is progressively being obtained]

SUBURB	FACILITY	CONTACT	PHONE	FAX	FACILITES
Currie	King Island Golf & Bowling Club (club & squash courts)	Janette Mossop	6462 1126 6462 1410 (ah)	6462 1594	PA system with portable mike, toilets, showers, kitchen, club area, cap ~50
Currie	King Island Club	Barry Flynn	6462 1124 6462 1909 (ah)	6462 1306	PA system with portable mike, cabaret room ~ capacity 80.
Currie	KI Recreation Centre (Race Course)	KI Council Greg Barratt	6462 1177 6461 1228 (ah)		PA system; <u>MF Best Stand</u> –cap ~ 50, toilets, bar, kitchen; <u>Admin</u> – ~ 60, kitchen, toilets, showers, bar, offices; <u>Tote</u> ~ 30, – kitchen & hall area, ext toilets. Show Shed - ~ 50
Currie	Uniting Church Hall	Elaine Olsen	6462 1754 6461 1220		PA system, kitchen, toilets, hall area & church ~ 50: & Manse.
Currie	Seventh Day Adventist Church	Laurie Morgan	6462 1576		Kitchenette, church hall and meeting room, toilets
Currie	Youth Centre (Football Grounds etc)	King Island Council or Greg Barratt	6462 1228 or KIC 6462 1177	6462 1228	Kitchen, hall, change rooms, toilets & showers, umpires office ~ 30
Currie	Country Women's Association Hall	Jan Keith	6461 1093		Hall, kitchen, toilets, ~ 20
Currie	Senior Citizens Rooms	Shirley Stebbings	6462 1600		Hall, kitchen, toilets, ~ 20

Currie	Anglican Church Hall	Rev Peter Nunn or Rhonda Neivaart	6462 1154 (0408 023778) 6461 1429	6462 1154	Hall, kitchen, toilets (disabled access), ~ 20
Currie	Freemasons Hall	John Zander	6461 1063 0429 064 167		Kitchen, toilets, meeting room & hall ~ 10
Currie	King Island Lions Club Rooms	Linda Payne	0419 381 249	6462 1340 (work)	Small kitchen & hall. (Caravan for cooking – needs generator for lighting) ~ 15
Currie	King Island Aero Club	Jed Weijters David Brewster	6462 1494 0428 621 880		Toilets, kitchen, lounge, ~ 15
Currie	Phoenix House	Ken and Sam Baker	6462 1746 6461 1545 (ah)	6462 1746	2 bedrooms, lounge, kitchen, toilets, shower ~ 10
Currie	RSL Club Rooms	Bernard Hodgeman	6462 1750		Pref. for meetings (memorabilia on display), toilets in library, ~ 35.
Naracoopa	Naracoopa Fire Station	Ted Larson	6461 1204		Toilets, kitchenette, lounge room ~ 24.
Grassy	Ballarat/Claredon College Gym	Cathy Marchmont - Barlow	6461 1114		
	King Island Ports	Diana Reed	6461 1155 0427 611 515	6461 1386	Office Block – kitchenette, toilets, meeting room ~ 8
	King Island Boat Club	Dora Porte	6461 1054		External toilets, kitchen, bar, fireplace. ~ 20
	Grassy Club	Manager – Marie Saunders	6461 1341 6461 1337	6461 1341	PA, kitchen, shower, toilets, various rooms (restaurant, bar, cabaret room, meeting room, office) ~ 100 (Recovery Box in room behind bar)

APPENDIX A

Contacts for Short Term Accommodation

BUILDING DESCRIPTION	ADDRESS PHONE NO.	RESOURCES AVAILABLE	CAPACITY	CONTACT PERSON
Ballarat / Claredon College	CMA Grassy , 6461 1114, fx 6461 1490, mobile 0427 646 103	Gym only power but no facilities (not Cottages)		Manager – Cathy Marchmont - Barlow
Baudins Accommodation	The Esplande Naracoopa , p/f 6461 1110,	3 twin share single bedrooms, 1 two bedroom self contained cottages	6 4	Lyle McDonald
Boomerang Motel	Golf Club Rd, Currie , 6462 1288: fx: 6462 1607, mobile – 0409 019545	16 Motel Suites. TV, radio, hairdryers, tea & coffee facilities, toaster.	32	Paul Martin
Rocky Glen Chalets	Lovers Lane, Naracoopa , TAS Telephone 03 6461 1103, Mobile 041 606 1357, Fax 03 6461 1579	3 Waterfront B & B Chalets with a Large Bed/Sitting Room Queen and single bed in each chalet	9	Heidi Weitjens
Devils Gap Retreat	Charles St, Currie , p/f: 6462 1180, mobile: 0429 621 180	2 self contained one bedroom cottages	4	Caroline Kininmonth
Greenponds Guest House	38 Edward St, Currie , A/H ph/fax (03) 6462 1543. mobile 0427 628864	2 double rooms and 1 single room. Two bathrooms, kitchen	5	Sonja Louis
Gull Haven	Huxley St , Currie , 6462 1560	6 beds, house.	8	Ricci & Steve Bishop

King Island Holiday Village	Blue Gum Drive, Grassy , 1800 359 993, 6461 1177, fax 6461 1387	2x 1, 1x2 and 4 x 3 bedroom villas, Lodge (7 x twin share rooms & 3 x bunk rooms), all have BBQ's	39	Ian Johnstone
King Island Wave Watcher Holiday Units	Lot 16 Beach Rd, Currie , TEL/FAX 6462 1517	Two studio apartments each unit sleeps 2 -4 persons, queen size bed and two single with electric blankets. Fully equipped kitchens, including microwave. Washing machine, iron and hair dryer. All linen supplied. TV, tape deck and radio.	8	David & Cheryl Kerr
Naracoopa Holiday Units	The Esplanade, Naracoopa , 6461 1429 mobile 0429 946263	2 units (1x4, 1x2) self contained	6	John & Rhonda Nievaart
Parers Hotel	7 Main Street, Currie , Ph : 6462 1633 Mobile: 0419 337 667 Fax : 6462 1655	13 rooms, 3 are family orientated. Each have a King size bed, and/or a single bed, colour TV. ensuite, telephone and tea/coffee making facilities	42	John Everett (Function Room Only)
Shannon Coastal Cottages	Charles St, Currie , Ph: 03 6461 1074 Fax: 03 6461 1209	1 & 2 bedroom cottages Spas,fully equipped kitchen & laundry facilities. Spacious lounge/ dining areas. All linen, TV & Video/CD	6	Denise O'Keefe
Fisherman's Cottage	0417 335 995	2 bedrooms, fully self contained. Sleeps 4 plus 2	6	Sally Carr

Portside Links	Lot 2 Grassy Harbour Road, Grassy , Telephone 6461 1134 Mobile 0427 093 194 Fax 64611134	2 Holiday Units with full kitchen and living area. 1 comfortable Bed & Breakfast situated within the main residence providing ensuite, wood fire, private access and deck.		Marilyn & Ken Chapman
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APPENDIX B**KEY CONTACTS FOR OPERATION OF THIS PLAN WITHIN KING ISLAND COUNCIL**

Position	Person	Work	Home	Mobile
Municipal Emergency Management Coordinator (General Manager)	Doug Burke Andrew Wardlaw	6462 11776462 1177	6462 17876462 1204	0429 621 7870428 621 204
Deputy Municipal Emergency Management Coordinator (Community Development Manager)	Doug Burke Karen Taplin	6462 11776462 1177	6462 17876462 1916	0429 621 7870429 621 788
Local Community Recovery Coordinator (Health Promotions/Community Development Officer)	Sarina Laidler	6462 9954	6461 1331	0428 354 562 or 0428 611332
Local Deputy Community Recovery Coordinator (Director of Environmental Services)	Doug Burke	6462 1177	6462 1787	0429 621 787
Chief Environmental Health Officer	Doug Burke	6462 1177	6462 1787	0429 621 787
Manager Approvals (for Building and Plumbing Inspectors)	Doug Burke	6462 1177	6462 1787	0429 621 787

CONTACTS FOR OPERATION OF THIS PLAN FOR AGENCIES (Primary & Support)

Service	Agency	Work	Home	Mobile
Accommodation	King Island Council <ul style="list-style-type: none"> Executive Officer (Leah Martin) 	6462 1177		
Animal Welfare	KI Council <ul style="list-style-type: none"> Environmental Health Officer (Doug Burke) 	6462 1177	6462 1787	0429 621 787
Catering	KI Hospital & Health Centre <ul style="list-style-type: none"> Manager (Cathy Donnellan) 	6462 9900		0428 112 071
	Country Women's Association <ul style="list-style-type: none"> President (Jan Keith) 	6461 1093	6461 1093	
Clothing and Household Items	Catholic Parish <ul style="list-style-type: none"> Parish Administrator (Anna De La Rue) 	6462 1164	6462 1164	0428 118 557
Evacuation & Assembly Centres	KI Council <ul style="list-style-type: none"> Community Recovery Coordinator (Sarina Laidler) 	6462 9954	6461 1331	0428 354 562
	Lions Club of King Island <ul style="list-style-type: none"> President (Linda Payne) 	6462 1366	6463 1188	0428 307 751
Personal Support	KI Hospital & Health Centre <ul style="list-style-type: none"> Specialist Rural Worker (Anna De La Rue) 	6462 9940	6462 1118	0428 118 557
	Community Crisis Support Team (Appendix C) Dept of Health & Human Services <ul style="list-style-type: none"> ON CALL DHHS Regional Recovery Coordinator 			0438 304 564
Financial assistance	KI Hospital & Health Centre <ul style="list-style-type: none"> Specialist Rural Worker (Anna De La Rue) 	6462 9940	6462 1118	0428 118 557
	DHHS NW Child & Families Service Centre Manager	6434 6260		0419 318 977
	Centrelink Area Manager	6434 4640		

Temporary Care For Children	KI Hospital & Health Centre <ul style="list-style-type: none"> Child Health Nurse .(Jacky Richards) 	6462 9959	6461 1327	0439 340 805
Registration and Inquiry	Red Cross <ul style="list-style-type: none"> President (Val McGarvie) Secretary (Judy Cooper) King Island Council <ul style="list-style-type: none"> Community and Economic Development Administrative Support Officer (<i>Rohanna Goldsmith</i>) 	6462 1451 6462 9900 <i>6462 1177</i>	6462 1319 6463 1127	
Volunteering Coordination	King Island Council <ul style="list-style-type: none"> <i>Youth Development Officer (Chris Green)</i> KI Hospital & Health Centre <ul style="list-style-type: none"> HACC Volunteer Coordinator (Margaret BennetMary Marshall - Moriarty) 	6462 1065 6462 9959	 6462 1160	0427 510 221
Community Clean Up	KI Council <ul style="list-style-type: none"> Director of Works & Engineering (Michael Brown) 	6462 1177	6462 1468	0429 621 468
Interpreter Services	KI Council <i>Translating and Interpretive Service (DIMIA)</i>	6462 1177 131 450		

COMMUNITY CRISIS SUPPORT TEAM

1. Anna DeLaRue – Specialist Rural Worker (w) 6462 9940
(m) 0428 118 557
2. Sarina Laidler – Local Community Recovery Coordinator & Health Promotion /Community Development Officer (w) 6462 9954
(m) 0428 354 562
3. Reverend Peter Nunn (w/h) 6462 1154
4. Mavis Burgess (h) 6461 1157
5. Chris Green – Youth Development Officer (w) 6462 1065
(m) 0427 510 221
6. Lyn Brewster (H) 6461 1582
7. Leanne O'Brien – Principal King Island District High (w) 6462 1366
(m) 0428 571 250
8. Karen Taplin – Community Development Manager, KIC (w) 6462 1177
(h) 6462 1916
(m) 0429 621 788

APPENDIX C

North West Region Recovery Committee

SITUATION REPORT

TO:

FROM:

TIME:

DATE:

INCIDENT: _____

SITUATION (please print)

