

Planning consultant – disaster preparedness

Glenview Community Services is seeking a consultant specialising in disaster preparedness and service continuity planning. We are a not-for-profit aged care provider supporting both onsite residents and staff, as well as individuals living independently.

This project aims to enhance and consolidate our existing emergency management documents without redeveloping the current system.

The consultant will develop a practical, risk-based framework for our two residential sites and community program in Hobart.

Scope

- Review our current emergency management plan, outbreak plans, and governance structures.
- Develop a hazard-specific disaster preparedness plan.
- Create a service continuity plan covering critical services, staffing thresholds, inter-site support, supplier dependencies, and outreach continuity.
- Align all plans within a comprehensive framework.
- Establish governance and decision-making frameworks.
- Facilitate one tabletop exercise and provide an improvement report.

Deliverables

- Disaster Preparedness Plan (aligned with existing EMP)
- Service Continuity Plan
- Hazard action checklists / quick-reference guides
- Executive-level activation checklist
- Tabletop exercise facilitation
- Post-exercise improvement summary report

Timeframe

Project duration: 8 to 12 weeks from engagement.

Consultant Requirements

- Experience in aged care or health emergency planning
- Knowledge of Tasmanian hazard risks
- Expertise in service/business continuity
- Ability to deliver practical documentation

Submission Requirements

- Relevant experience
- CVs of personnel
- Methodology and timeline
- Fixed-fee proposal

Submission Details

Please submit your proposal electronically by Friday, 22 May 2026

For enquiries, contact Felicity Weeding, Executive Manager of Operations, at

fweeding@glenview.org.au