**INTERIM CONTACT LIST**

This list provides an interim contact list for the dates/period listed above. Interim lists are useful during periods where staff are on leave e.g. summer holidays, school holidays. Users of this list should note that it is unlikely that new work/tight time frames will be able met in this period, unless it is safety critical/related to emergency operations.

|  | **Name, Role & Contact Details** | **Out of OfficeDates (Inclusive)** | **Notes/Alternative Contact** |
| --- | --- | --- | --- |
| e.g. | Ray Dargh - Municipal Coordinator (Kingborough)W: 03 6123 4567 M: 0412 345 678 E: ray.dargh@email.tas.gov.au | 5/5/20 – 10/5/20 | Limited mobile reception.Call or email Lou SwealM: 0412 345 678E: lou.sweel@email.tas.gov.au |
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The State Emergency Service recommends that these detailed contact lists, including personal information, are not incorporated in the municipal emergency management plan, so that they can be updated and re-distributed quickly and easily, without requiring the plan to be approved and re-issued. Instead, the State Emergency Service recommends that the plan only describes how the contact list is maintained and which council position is the point of contact for it.