**Annual Notice of Local Disaster Management Group (LDMG) Membership Template**

***Guiding instruction (to be deleted):*** *This is a customisable template that can be used to provide annual notice to the Police Commissioner and DDMG Chairperson of the LDMG membership. In accordance with section 37 of the Disaster Management Act 2003, the local government provides this update and are the signatory to this notice.*

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| --- | --- | --- |
| Assistant CommissionerEmergency Management and Coordination CommandQueensland Police Servicec/o SDCC@police.qld.gov.au  | **and** | Full nameChairpersonChoose an item District Disaster Management GroupEmail address |

Click or tap to enter a date.

Dear Assistant Commissioner and Chairperson,

In accordance with section 37 of the *Disaster Management Act 2003* (the Act), I, the appointed Choose an item of the Choose an item Local Disaster Management Group, hereby confirm the below members as of Click or tap to enter a date.

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| **LDMG Position** | **Organisation** | **Position Title** | **Name** |
| **Chairperson** |       |       |       |
| **Deputy Chairperson** |       |       |       |
| **Local Disaster Coordinator** |       |       |       |
| **Local Govt Member** |       |       |       |
| **Local Govt Member** |       |       |       |
| **Member** |       |       |       |
| **Member** |       |       |       |
| **Member** |       |       |       |
| **Member** |       |       |       |
| **Member** |       |       |       |

Should you require any further information or, to advise of changes to your contact details, please contact [Insert full name] on [Insert contact information].

Yours sincerely

*Signature above (to be deleted)*

Full name

Position title

Insert local government