**Notice of Local Disaster Management Group (LDMG) Executive Appointment Template**

***Guiding instruction (to be deleted):*** *This is a customisable template that can be used to provide notice of executive LDMG appointments for Chairpersons, Deputy Chairpersons and/or Local Disaster Coordinators (LDC).*

*The Chairperson/Deputy Chairperson is required to have “the necessary qualifications and experience”, whereas the LDC is to have “the necessary expertise or experience” (see ‘experience level’ field in the third paragraph). Notices of a LDC appointment is required to be sent from the LDMG Chairperson. All other notices may be issued from other listed executive positions.*

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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,

I wish to notify of Choose an item to the Choose an item Local Disaster Management Group (LDMG) Choose an item.

As of Click or tap to enter a date, the incumbent will be Full name.

[Title] has Choose an item to perform the functions of the position of Choose an item in accordance with the *Disaster Management Act 2003*.

[Title] has been informed that their personal contact information is being provided in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for [Title] are:

|  |  |
| --- | --- |
| **Mobile:** |       |
| **After hours phone:** |       |
| **Email:** |       |

Yours sincerely

*Signature above (to be deleted)*

Full name

Position title

Choose an item Local Disaster Management Group

Email address