**Notice of Local Government Appointment to District Disaster Management Group (DDMG) Template**

***Guiding instruction (to be deleted):*** *This is a customisable template that can be used to provide notice of new local government Member appointments and/or changes to the existing Member to a District Disaster Management Group (DDMG). Refer to section 5(1)c of the Disaster Management Regulation 2014 for local government appointment of DDMG members.*

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| Deputy CommissionerQueensland 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 Full name and Full name,

As you are aware, section 5(6) of the *Disaster Management Regulation 2014,* requires local governments or combined local governments to inform the Police Commissioner and the Chairperson of the District Disaster Management Group (DDMG) of the local government appointment to the DDMG.

I wish to notify the Choose an item DDMG of Choose an item.

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***Local government*** *(delete the below section if not relevant)*

TheChoose an item local government has appointed Full name and title to the Choose an item DDMG in accordance with section 24 of the *Disaster Management Act* *2003*.

[Title] has been informed that personal contact information has been 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:** |       |

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***Combined local governments*** *(delete the below section if not relevant – additional text/table rows can be added to reflect the appointee details)*

The Choose an item, Choose an item and Choose an item combined local governments have appointed Full name and title, Full name and title, and Full name and title to the Choose an item DDMG in accordance with section 5(1)c of the *Disaster Management Regulation 2014.*

The appointees have been informed that personal contact information has been provided in accordance with the *Information Privacy Act 2009* for the purposes of disaster management.The contact details of the appointed members are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name:** | **Mobile:** | **After hours phone:** | **Email:** |
|       |       |       |       |
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Yours sincerely

Full name

Position title

Insert local government/combined local governments