**Notice of Agency Representative for a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) Template**

***Guiding instruction (to be deleted):*** *This is a customisable template that can be used to provide notice to the LDMG/DDMG Chairperson of a new LDMG/DDMG Member and/or changes to an existing Member. Notices are required to be sent to the Chairperson of the related disaster management group.*

|  |
| --- |
| Full name  Chairperson  Choose an item Local Disaster Management Group *(delete if not required)*  Choose an item District Disaster Management Group *(delete if not required)* |

Click or tap to enter a date

Dear Chairperson,

---------------------------------------------

***LDMG option*** *(delete if not relevant)*

I wish to notify the Choose an item Local Disaster Management Group (LDMG) of Choose an item the LDMG Member representing [Insert Agency/Organisation].

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

[Title and surname] has the necessary expertise or experience to perform the functions of a LDMG member in accordance with section 9(4) of the *Disaster Management Regulation 2014*, on behalf of the [Agency/Organisation].

---------------------------------------------

***DDMG option*** *(delete if not relevant)*

I wish to notify the Choose an item District Disaster Management Group (DDMG) of Choose an item the DDMG Member for [Insert Agency/Organisation] in accordance with section 5(7) of the *Disaster Management Regulation 2014.*

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

---------------------------------------------

[Title and surname] 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 and surname] are:

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

Yours sincerely

*Signature above (to be deleted)*

Full name

Executive position

[Agency/Organisation]

Email address