**Notice of Appointment as a Local Disaster Management Group (LDMG) Member Template**

**Guiding instructions (to be deleted):** *This is a customisable template that can be used to provide notice of member appointments to a LDMG. In accordance with section 9(1)(c) of the Disaster Management Regulation 2014, the local government appoints members of a LDMG and are the signatory to this notice.*

|  |
| --- |
| Full name  Address 1  Address 2 |

Click or tap to enter a date.

Dear First name,

In accordance with section 9(1)b of the *Disaster Management Regulation 2014,* I hereby appoint you as a Member of the Choose an item Local Disaster Management Group (LDMG).

I am satisfied that you have the necessary experience or expertise to perform the functions of a member of a Local Disaster Management Group in accordance with section 30 of the *Disaster Management Act 2003*.

In your role, you will be expected to commit organisational resources for disaster management purposes as determined by our local disaster management plan.

As a member, your personal contact information has been provided to the Chairperson of the LDMG provided in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. Note we hold the following contact information for you:

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

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