**Notice of Appointment as a District Disaster Management Group (DDMG) Member Template**

**Guiding instructions (to be deleted):** *This is a customisable template that can be used to provide notice of member appointments to a DDMG. In accordance with section 5 of the Disaster Management Regulation 2014, local government appoints a person as a member of the DDMG and the chief executive of a department or health service chief executive appoints a person as a member of the DDMG; the local government and/or the chief executive of a department or health service will be the respective signatory on this notice.*

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

Click or tap to enter a date.

Dear First name,

In accordance section 5 of the *Disaster Management Regulation 2014*, I hereby appoint you in your capacity as Title to represent Organisation as a member of the Choose an item District Disaster Management Group (DDMG).

In your role, you will be expected to commit departmental resources for disaster management purposes as determined by the district disaster management plan, with the full authority and responsibility of the department.

The functions of the DDMG can be found in section 23 of the *Disaster Management Act 2003*.

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 | *Signature above (to be deleted)*  Full name  Position title  Agency |