**Notice of a Deputy Appointment to 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 notify a person of their appointment as a member’s deputy for a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG). This notification is provided to the proposed deputy following approval by the chair of the relevant group using Form 13A. Add/remove content as relevant.*

***NOTE:*** *Approval from the Chairperson of the respective group (LDMG/DDMG) to appoint a deputy is required under section 14 of the Disaster Management Regulation 2014.*

|  |
| --- |
| Full name  Email address |

Click or tap to enter a date

Dear Full name,

In accordance with section 14(1) of the *Disaster Management Regulation 2014*, and with the approval of the chairperson, I appoint you to be my deputy on the Choose an item Local Disaster Management Group (LDMG) *OR* Choose an item District Disaster Management Group, representing [Insert Agency/Organisation].

As a result of this appointment and in accordance with section 14(2) of the *Disaster Management Regulation 2014* you have the right to attend group meetings and exercise functions under the Act.

Your appointment commences on Click or tap to enter a date.

Your appointment concludes on Click or tap to enter a date.

Yours sincerely

*Signature above (to be deleted)*

Full name

Position title