

T.1.037 Notice of Permanent Appointment of Local Disaster Coordinator LDMG Template

Commissioner
Queensland Fire and Emergency Services
GPO Box 1425
BRISBANE QLD 4001

and <Insert Rank and Name>
Chairperson
<Insert Disaster District> District Disaster
Management Group
<Insert Address>

and email SDCC@qfes.qld.gov.au

In accordance with section 35 of the *Disaster Management Act 2003*, I wish to notify that following consultation with the Chief Executive <Insert Title and Name of Appointee> is appointed Local Disaster Coordinator for the <Insert Local Government Area> Local Disaster Management Group.

<Insert Title and Surname> has the necessary expertise or experience to perform the functions and exercise the powers of the Local Disaster Coordinator in accordance with section 36 of the *Disaster Management Act 2003*.

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Name> are:

Work Telephone:	
A/H Telephone (optional):	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>.

Yours sincerely

<Insert Title and Name>
Chairperson
<Insert Local Government Area> Local Disaster Management Group