



Department of Police, Fire and Emergency Management

STATE EMERGENCY SERVICE

GPO Box 1290 HOBART TAS 7001

Phone (03) 6173 2700

Email ses@ses.tas.gov.au Web www.ses.tas.gov.au



Our ref: A18/103726

15 June 2018

Mayor Carol Cox
Flinders Council
PO Box 40
WHITEMARK TAS 7255

Dear Mayor Carol Cox

Appointment of Municipal Emergency Management Coordinators

Your Council has nominated Ms Jacci Viney to be the Municipal Emergency Management Coordinator and Ms Kelly Blundstone to be the Deputy Municipal Emergency Management Coordinator in accordance with Section 23 of the *Emergency Management Act 2006*. Your nominations have been approved and the appointments made by the Minister.

Certificates of Appointment, signed by the Minister for Police, Fire and Emergency Management, are enclosed.

As the Municipal Coordinators were nominated by, and serve your Council, it would seem most appropriate that the Mayor present the Certificates. I therefore enclose the Certificates for presentation. May I suggest the presentation be made at a meeting of Council to ensure recognition of the contributions made by the Municipal Coordinators.

If you agree that the Certificates should be presented during a meeting of Council, you may wish to refer to the enclosed Position Description which details the responsibilities and contributions of Municipal Coordinators to the well-being of the citizens within your municipal area.

Yours faithfully

A handwritten signature in black ink, appearing to read "Andrew Lea".

Andrew Lea
Director

Enclosed:

- a) Instrument of Appointments
- b) Welcoming letters
- c) Certificates
- d) Gazette notices.