**Declaration of state of local emergency**

Section 68*, Civil Defence Emergency Management Act 2002*

I,

 *[full name]*

declare that a state of local emergency exists in

 *[specify names of Civil Defence Emergency Management Group area, districts, or wards]*

owing to .

*[describe emergency]*

The state of local emergency comes into force immediately on the making of this declaration, and expires 7 days after the time and date on which it comes into force (unless extended or terminated at an earlier time).

Declared by:

 *[signature]*

Designation: [Select the applicable designation]

* Person appointed and authorised by the Civil Defence Emergency Management Group to declare a state of local emergency for its area.
* Representative of a member of the Civil Defence Emergency Management Group *[select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].*
* Mayor of the district for which the state of local emergency is declared.
* Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

**Notes**

1. Calculating “7 days after the time and date on which the state of emergency comes into force”: If a state of local emergency came into force at 9.35am on 1 January, it would expire at 9.35am on 8 January. If a state of local emergency came into force at 9.35am on a Friday, it would expire at 9.35am on the following Friday.
2. This declaration must be —
	1. notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
	2. (published in the *Gazette* as soon as practicable. It is recommended that publication in the *Gazette* occur within 20 working days after the state of emergency is terminated.

**Declaration extending state of local emergency**

Section 71*, Civil Defence Emergency Management Act 2002*

I,

 *[full name]*

extend the state of local emergency declared at

[*specify time and date, and include times and dates when any extensions took effect]*

for

*[specify names of Civil Defence Emergency Management Group area, districts, or wards]*

owing to .

*[describe emergency]*

The state of local emergency is extended for 7 days. It will take effect immediately from the time the initial declaration of the state of emergency (or the last extension) was to expire.

Declared by:

 *[signature]*

Designation: [Select the applicable designation]

* Person appointed and authorised by the Civil Defence Emergency Management Group to declare a state of local emergency for its area.
* Representative of a member of the Civil Defence Emergency Management Group *[select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].*
* Mayor of the district for which the state of local emergency is declared.
* Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

**Notes**

1. Calculating the extension of “7 days” for a declaration extending the state of emergency: If the extension came into force at 9.35am on 1 January, it would expire at 9.35am on 8 January. If the extension came into force at 9.35am on a Friday, it would expire at 9.35am on the following Friday.
2. If this is a second or subsequent extension of a state of emergency, specify the time and date when each previous extension took effect, as well as the time and date when the state of emergency was first declared.
3. This declaration must be—
	1. notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
	2. published in the *Gazette* as soon as practicable. It is recommended that publication in the *Gazette* occur within 20 working days after the state of emergency is terminated.

**Declaration terminating state of local emergency**

Section 72, *Civil Defence Emergency Management Act 2002*

I,

 *[full name]*

terminate the state of local emergency declared at

[*specify time and date, and include times and dates when any extensions took effect]*

for

*[specify names of Civil Defence Emergency Management Group area, districts, or wards]*

owing to .

*[describe emergency]*

The termination of the state of local emergency takes effect immediately on the making of this declaration.

Declared by:

 *[signature]*

Designation: [Select the applicable designation]

* Person appointed and authorised by the Civil Defence Emergency Management Group to declare a state of local emergency for its area.
* Representative of a member of the Civil Defence Emergency Management Group *[select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].*
* Mayor of the district for which the state of local emergency is declared.
* Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

**Notes**

1. If any extension of the state of emergency was made, specify the time and date when each extension took effect, as well as the time and date when the state of emergency was first declared.
2. This declaration must be—
	1. notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
	2. published in the Gazette as soon as practicable. It is recommended that publication in the Gazette occur within 20 working days after the state of emergency is terminated.