This Record of offers of assistance is provided to support recordkeeping of decisions made under the [Managing offers of assistance in disaster events procedure](https://ppr.mpe.qed.qld.gov.au/pp/managing-offers-of-assistance-in-disaster-events-procedure). The responsible officer (or their nominated officer) is to record the receipt of, and decisions made regarding offers of assistance in disaster events.

# Record of offers of assistance for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (complete event name)

## Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (complete workplace name and location)

| **Date of offer:** | **Offer type:** | **Offer and offeror details:** | **Decision:** | **Reason:** | **Communication:**  **date and type** | **Responsible/nominated officer name and position:** | **Date offer finalised:** |
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