

**Report**                    **03.232**  
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**Committee**            **Civil Defence Emergency Management Group**  
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Executive Group**

## **Terms of reference for CDEM Group**

### **1. Purpose**

To propose draft Terms of Reference for consideration by members of the Group.

### **2. Background**

There are a large number of provisions in the Civil Defence Emergency Management Act 2002 covering the formation, functions, powers and duties of a civil defence emergency management group. Other matters necessary for the efficient and effective functioning of a group need to be determined by the Group and it is proposed that a number of these be defined in a Terms of Reference document.

### **3. Draft Terms of Reference**

Draft Terms of Reference for the Group are included as Attachment 1 to this Report.

It is proposed that following discussion at the meeting, the Terms of Reference, including any amendments recommended by representatives, be referred to members for adoption. This will provide a clear mandate for the Group to operate in its status as a joint committee of each local authority.

The Terms of Reference set out the powers that each local authority delegates to its representative to enable the Group to make decisions without referral back to the member authorities.

### **4. Recommendation**

*That the Group adopts the draft Terms of Reference and recommends that they be adopted by each member authority.*

Report prepared by:

**Roger Blakeley**

Chairperson

Interim Co-ordinating Executive Group