

Report **03.424**
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Committee **Civil Defence Emergency Management Group**
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Executive Group**

Adoption of Terms of Reference

1. Purpose

To report back on the adoption of the Terms of Reference by member authorities.

2. Background

At its inaugural meeting on 15 May 2003, the Group considered and adopted draft Terms of Reference and recommended that they be adopted by each member authority.

A key aspect of the Terms of Reference is a description of the powers that each local authority delegates to its representative to enable the Group to make decisions without referral back to its member authorities.

3. Adoption by member authorities

It is pleasing to report that all member authorities have adopted the Terms of Reference as recommended by the Group. The Group now has a clear mandate to operate as a joint committee of each local authority.

While not strictly required, it is recommended that the representatives at the meeting sign a copy of the Terms of Reference on behalf of their authority. Copies will then be distributed to all members.

4. Recommendations

- 1. That the report be **received**.*
- 2. That representatives sign a copy of the Terms of Reference at the completion of the meeting.*

Report prepared by:

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Chairperson
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