

Report **04.638**
Date 12 November 2004
File Z/1/4/1

Committee **CDEM Group**
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CDEM Group Meetings dates for 2005

1. Purpose

To propose CDEM Group meeting dates for 2005.

2. Background

The Terms of Reference for the CDEM Group state that it will hold meetings at such frequency, times and places as agreed for the performance of the functions, duties and powers delegated to it under the Terms of Reference. However, there are to be at least two meetings per year.

It is important that one meeting in 2005 be scheduled to approve the final draft of the CDEM Group Plan.

3. Proposed meeting dates for the CDEM Group

In order to accommodate the key dates for the Group Plan, it is proposed that the CDEM Group meet on the following dates in 2005:

- Thursday 5 May 2005 2.00pm. Final approval of CDEM Group Plan.
- Thursday 3 November 2005 2.00pm. Normal business – progress meeting.

The venue for the meetings will be at Greater Wellington Regional Council, Council Chamber, Level 5.

4. Recommendation

That the CDEM Group meet on the following dates in 2005:

- 1. Thursday 5 May 2005 at 2.00 pm*
- 2. Thursday 3 November 2005 at 2.00 pm*

Report prepared by:

Roger Blakeley
Chairperson
CEG