



TOWN OF  
VICTORIA PARK



COVID-19 Response  
Working Group Notes  
21 May 2020

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**WE'RE OPEN**  
**VIC PARK**

## 1. Opening

### 1.1 Acknowledgement of country

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

### 1.2 Election of Chair

Mayor Karen Vernon was elected Chair of the COVID-19 Response Working Group.

Deputy Mayor Bronwyn Ife was elected Deputy Chair of the COVID-19 Response Working Group.

## 2. ATTENDANCE

<b>Mayor</b>	Karen Vernon
<b>Deputy Mayor</b>	Bronwyn Ife
<b>Councillor</b>	Claire Anderson
<b>Local Recovery Coordinator and Chief Community Planner</b>	Natalie Martin-Goode
<b>Chief Executive Officer</b>	Anthony Vuleta
<b>Chief Financial Officer</b>	Michael Cole
<b>Chief Operations Officer</b>	Ben Killigrew
<b>Senior Communications and Engagement Advisor</b>	Rebecca Waghorne
<b>Meeting Secretary</b>	Christy Neems
<b>Presenters</b>	Alison Braun
	David Doy
<b>Apologies</b>	Nil.

### 3. Presentations

#### 3.1 Social Recovery Taskforce

Alison Braun – Manager Community

CRWG members received a presentation on the Social Recovery Taskforce, provided feedback on how the taskforce is operating and how it will be required to report to CRWG.

The following discussion took place:

- A report on community engagement outcomes may/may not be available at the next CRWG meeting based on the proposed timeframes.
- Community engagement will commence in the coming weeks pending State Government COVID-19 easing of restrictions. The community engagement process will be co-ordinated by SRT and Stakeholder Relations and is anticipated to take four weeks.
- An update on community engagement reporting will be available for CRWG approximately two weeks after community engagement has commenced.

#### 3.2 Economic Recovery Taskforce

David Doy – Manager Place Planning

CRWG members received a presentation on the Economic Recovery Taskforce, provided feedback on how the taskforce is operating and how it will be required to report to CRWG.

#### Action:

- The SRT and ERT will be standing items on the CRWG agenda. An update will be provided at each CRWG meeting either as a verbal update or presentation.

### 4. Items for discussion

#### 4.1 Meeting schedule

#### Outcome:

- CRWG to meet monthly during business hours in the afternoon. Meetings are not to take place on Tuesdays.

#### Action:

- Christy Neems to schedule the next CRWG meeting.

## 4.2 CRWG terms of reference

### Outcome:

- CRWG members discussed the draft terms of reference and the next steps to adopt and endorse the document.
- The terms of reference is to sit above whoever comprises the group and membership is to be appointed by the Council
- The terms of reference are to be considered and adopted at a short CRWG meeting to be held within the next three weeks.
- The terms of reference will go straight to June OCM for endorsement.

### Action:

- Terms of reference to be circulated to CRWG for review.

## 4.3 Operations of CRWG

### Outcome:

- CRWG members discussed the operational elements of the group.
- The CRWG members recognise the benefits associated with the operational aspects of committees and discussed adopting similar practices for the CRWG, whereby reports and presentations are presented to the group at each meeting for discussion.
- Social Recovery Taskforce, Economic Recovery Taskforce, communications update and Recovery Action Plan are to be standing agenda items.
- Standardised reporting method, following the overarching themes of the Recovery Strategy to be adopted by the SRT and ERT when reporting to CRWG, with the delivery of information to be decided by the presenter. Delivery method can include a verbal update, report or presentation followed by discussion and questions from the CRWG. Large documents to be circulated three days prior to the meeting for pre-reading. Presentations do not need to be circulated as pre-reading.
- SRT and ERT progress is to be monitored through tracking of actions items on the Recovery Action Plan.
- CRWG actions list to be included at the end of meeting notes.

#### 4.4 Business Advisory Group

##### Outcome:

- Senior business people in the Town to be involved at the inception level in the establishment of the Business Advisory Group. The Business Advisory Group to interconnect with the Economic Recovery Taskforce and the ERT to report information through to the CRWG. It is advantageous for the BAG to have a direct connection to the Town's Place Leaders through the ERT.
- The Business Advisory Group to be established by the end of July.
- Communications update as a standing agenda item with the representative to be the conduit between CRWG and the Stakeholder Relations Team.

#### 5. General business

Nil.

#### 6. Actions

Action	Responsible Officer	Status / Comments	Closed Date
Schedule the next CRWG	Christy Neems	Open	
Schedule a short CRWG meeting prior the June OCM to adopt ToR	Christy Neems	Open	
Circulate draft ToR with edits for CRWG review	All CRWG	Open	

#### 7. Close

There being no further business, Mayor Karen Vernon closed the meeting at 6:21pm.