

COVID-19 Response Working Group (CRWG)

Terms of Reference

Purpose

The purpose of the COVID Response Working Group (CRWG) is to implement the COVID-19 Response Strategy with the following outcomes:

1. Overseeing the development and delivery of the COVID-19 Action Plan;
2. Reporting to Council regularly on its progress.

The COVID-19 Action plan is related to the following strategic documents:

1. Strategic Community Plan 2017 – 2032;
2. COVID-19 Response Strategy.

Term

To ensure that the CRWG continues to be fit-for-purpose and remain meaningfully engaged, the term of the CRWG is 12 months, with an option to extend the term at the annual review.

Membership

Members of the CRWG shall be appointed by Council.

Council may appoint deputy members of the CRWG.

The CRWG may determine that additional members are required to be appointed from time to time, and may recommend to Council the appointment of additional members.

All memberships expire at the end of the group's term.

Roles, Responsibilities and Reporting

Each member is expected to:

1. Be responsible for attending meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the group.
2. Abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
3. Be responsible for ensuring that the group adheres to the direction set by Council, contributing from a Town-wide perspective, and ensures that delivery of the group's objective.

4. Be responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
5. Staff (including appropriate delegation) are responsible for conducting necessary research as required by the group, providing professional advice, and for administering its meetings.
6. Collaborate with each other in the consideration of the development and delivery of the COVID-19 Action Plan.
7. Monitor the execution of specific tasks and adherence any timelines set within the COVID-19 Action Plan.
8. Evaluate outcomes to consider the reasons for the relative success or shortcomings of any task trials and initiatives.
9. Consider and recommend modifications to improve the viability of COVID-19 actions.
10. Monitor progress towards the development and implementation of the COVID-19 Action Plan.
11. Review council reporting on the COVID-19 Action Plan.
12. Review agendas and supplementary information prior to attending meetings.
13. Attend monthly meetings.
14. Align with the Town's Vision, Mission and Values.
15. Ensure information discussed within CRWG meetings is not publicised, allowing for Town communication processes and protocols.

Meeting Procedures

1. The CRWG shall acknowledge the original custodians of the land at the commencement of each meeting.
2. The group will elect a presiding member and deputy presiding member at its first meeting.
3. The presiding member will facilitate discussions at meetings and be consulted on the general operation of the group and its required preparations, including the agenda, for its next meeting.
4. Group issues and concerns are to be raised in the following ways:
 - a. Proposed as meeting agenda item for group discussion
 - b. Direct contact with presiding or deputy presiding member
 - c. Direct contact with CEO
5. Overall group oversight is the responsibility of the Town's Local Recovery Coordinator (Chief Community Planner).
6. The CRWG shall meet on a monthly basis to ensure the frequent involvement in the detailed planning the COVID-19 Action Plan.
7. The meeting frequency and timing may be changed, by agreement of the group.
8. Meeting participants will include CRWG members and occasional invited guests (that may include but not limited to staff and/or external subject matter experts).
9. Elected Members not members of CRWG may attend meetings as observers at their discretion.

10. A quorum of the CRWG shall be at least 50% the total members appointed. The quorum is to comprise of at least two elected members and two Town staff.
11. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.
12. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable. Elected Members appointed to the CRWG who cannot attend should ensure that a Deputy member attends on their behalf.
13. An agenda and relevant attachments will be circulated to the group at least three (3) working days prior to a scheduled meeting.
14. The Town will maintain summary meeting notes of the items discussed at each meeting and the outcomes from discussions (please note: verbatim minutes of discussion will not be taken).
15. Meeting notes may be used as the basis for further action by the Town on items. The action notes will be circulated to the group within five (5) working days of a meeting being held.
16. Meeting notes and agenda will be included on the Town's web site.
17. The meeting minutes will be included in the CRWG quarterly progress report for presentation to council.
18. Both the agenda and meeting notes are to be developed in the prescribed form.

Variations

Any variations to the Terms of Reference are to be endorsed by Council.