

Terms of Reference

Community Panel – DPMC COVID-19 Group

Context

The Department of the Prime Minister and Cabinet (DPMC) is leading the continuous review and improvement of the Government's COVID-19 response. As part of this work programme, the COVID-19 Group (the Group) is setting up a series of panels and advisory groups to provide feedback, advice and on the ground perspectives on the COVID-19 response with regards to continuous improvement and system assurance. The groups that the panels will look to engage with are: business, iwi and community. These Terms of Reference refer to the work of the Community Panel which will bring in stakeholders from a diverse range of backgrounds, representing many different community groups.

Role

The primary role of the Group is to coordinate and integrate New Zealand's COVID-19 response across the public, supporting Ministers to evolve and improve the response, while clearly and consistently communicating to the public. Given this, the role of the Community Panel is to:

- Provide feedback and inputs into specific aspects of the Government's COVID-19 response
- Ensure that their voice brings those of their communities and those who are most disadvantaged through COVID-19
- Provide the Minister for COVID-19 Response with an opportunity to engage on matters of shared interest.

Membership

The Community Panel comprises nine members from across different sectors of the community, including representation from: Māori, Pacific, LGBTQ+, disabilities, rural, youth, older person's communities, other nationalities and health. The panel members are collectively:

- Well connected to their communities
- Skilled and have lived experiences that will add value to the continuous improvement and review of the Government's COVID-19 response
- Able to provide well-considered, balanced and objective advice and recommendations which appropriately reflect or acknowledge the communities they represent, and
- Well-known within their communities and able to relate to other community members.

The current membership list is as follows: (Updated 02/08/2021)

Name	Representation	Location
Anthony Taueki	Youth/Māori/Rural	Hawke's Bay
Callum Woodhouse	LQBTQ+/ Health/Pacific	Waikato
Dr Api Talemaitoga	Ethnic/Health	Auckland

Name	Representation	Location
Dr Aram Kim	Youth/Rural	Auckland
Habib Ulla Marwat	Ethnic	Christchurch
Jordon Milroy	Pacific/Disability/ Youth	Auckland
Margaret Brown	Rural	Palmerston North
Michelle Mascoll	Ethnic/LGBTQ+	Auckland
Sarah Sparks	Urban Māori	Auckland

Meetings

The Community Panel will meet up to 12 times between 1 July 2021 and 30 June 2022 in Wellington and will then be disestablished (unless agreed otherwise). Meeting dates will be scheduled to coincide with when Ministers are in Wellington so that members are able to meet with Ministers to discuss matters on hand.

An independent facilitator will convene meetings until such time as a Chair is appointed by the group from the membership of the group. An agenda and any pre-meeting reading material will be supplied prior to meetings so that members can prepare and be ready to present their views from the meeting onset.

From time to time members may be called on to provide further insights and advice on matters outside of scheduled meeting times. These engagements will be conducted via email and telephone.

Expenses

Members will not be remunerated for participating in Community Panel meetings, as the panel does not fall within the Cabinet Fees Framework.

Members will not be paid for time spent travelling to Community Panel meetings or any other Community Panel related business unless it is agreed in advance by the Community Panel Secretariat.

Members will be reimbursed for any reasonable expenses related to attending Community Panel meetings such as airfares, rental vehicles, parking, taxis and meals.

Members are asked to invoice DPMC for any reasonable travel related expenses on a meeting-by-meeting basis. Invoices are to be forward to the Community Panel Secretariat via Community.Panels@dpmc.govt.nz.

Travel and other expenses

DPMC will meet all travel costs associated with members' participation in Community Panel meetings, provided the travel arrangements are made by DPMC. This includes airfares, rental vehicles, parking and taxis.

Where a member uses their own vehicle to travel to Community Panel meetings, mileage at a rate of 0.79c per kilometre may be claimed.

DPMC will also meet all accommodation and meal costs associated with members' participation in Community Panel meetings where this is required.

Conduct of business

The Community Panel is an engagement panel, rather than a decision-making body, therefore the notion of quorum is not applicable.

All advice or information produced by the Community Panel or provided by other government agencies in relation to the Community Panel will be subject to the provisions of the Official Information Act 1982 (including advice provided by government agencies to Ministers and/or Chief Executives).

Decisions on the release of information will be determined after consultation with any party whom the Community Panel has determined is an interested party to the proposed information that may be released.

Public communications

Members of the Community Panel will seek agreement from the Community Panel Secretariat before communicating any aspects of the Community Panel's work in public fora. This includes, but is not limited to blogging, media engagement and academic work.

Members of Community Panel will not speak on behalf of the Community Panel, any agency or other entity involved with the Community Panel's work. Any media or enquiry relating to the work of Community Panel is to be directed to the Community Panel Secretariat.

Confidentiality

Community Panel members are encouraged to engage with members of their community to inform their input into the Community Panel's work. The Community Panel Secretariat should determine whether information is for sharing by the members of the group or is to be kept private or confidential.

Members of the Community Panel may be presented with a range of private or confidential information, including on aspects of government agencies' business as well as commercially sensitive information. The expectation is that all members will act professionally, respecting each other's and the Government's interests. Information marked as in confidence must not be shared. Members will be asked to sign a confidentiality agreement before the inaugural meeting.

The work of the Community Panel may also involve personal information. All members will ensure that the collection, use, disclosure, and storage of personal information in connection with the Community Panel is consistent with the Privacy Act 1993. These obligations continue, as appropriate, beyond membership in the Community Panel.

Operation and other matters

It is the responsibility of DPMC to ensure Community Panel members are well supported during their term. This includes organising all travel, accommodation and meals where required, providing secretariat functions and keeping in regular contact with members.

Te Tiriti o Waitangi

The Community Panel will operate in accordance with the Treaty of Waitangi principles of partnership, participation and protection.