

CIT COVID Committee Terms of Reference and Membership January 2021

Purpose of the Committee

The purpose of CIT COVID Committee is to coordinate CIT's ongoing response to the COVID-19 pandemic and assist with coordination, engagement, consultation and provide escalation points for issues affecting CIT and its stakeholders associated with the COVID-19 pandemic. The Committee will operate under the following guidelines:

- The health and safety of all staff and students is paramount.
- CIT is focused on continuing to provide access to high quality learning for students.
- The connection between things means we need to be cognisant of our effect on others.

Responsibilities of Committee

The Committee is responsible for:

- Overseeing the effectiveness of CIT's COVID safe measures, including
 - Reporting and identifying any issues with the existing measures
 - Coordinating any changes to the existing measures
- Developing new measures when COVID restrictions change
- Consulting with CEO and other relevant authorities as required
- Ensuring consultation, communication and stakeholder engagement in CIT's response to the COVID-19 pandemic

Membership

The Committee will consist of the following members:

- (1) Chair - Executive Director, Corporate Services; Alternative Chair - Executive Director, Education and Training Services
- (2) College Director, HCS (Bruce)
- (3) College Director, Trade Skills (Fyshwick)
- (4) College Director, T&D (Reid)
- (5) Senior Director, HR
- (6) Senior Director ICT
- (7) Senior Manager, Facilities
- (8) Representative AEU
- (9) Representative CPSU
- (10) CIT Health and Safety Representatives (x2) different campuses
- (11) Campus COVID Coordination Team Leader
- (12) Director, Learning Services and Innovation
- (13) Director, Student Services
- (14) Senior Manager, Strategic Communications
- (15) General Manager, CITSOL (or Head of International Portfolio)
- (16) General Manager, CITSA
- (17) CIT Student

- (18) Staff member teaching
- (19) Staff member non-teaching
- (20) Secretariat – Executive Officer to Executive Director, Corporate Services

If unable to attend a meeting, members should nominate a proxy and advise the Secretariat with as much notice as possible.

Responsibilities of Members

Members are expected to:

- Act in the best interests of CIT, its students and its staff
- Apply good analytical skills, objectivity, professionalism and sound judgement
- Express opinions constructively and openly, and act in accordance with CIT's cultural traits
- Report back to their teams

Working Groups

Working groups of the Committee, tasked with specific projects within specified timeframes, may be established.

Reporting

CIT COVID Committee, via the Chair, reports directly to the Chief Executive Officer.

CIT COVID Committee will work closely with:

- CIT Workplace Consultative Committee
- CIT Work Health and Safety Committees

Committee Governance

Meetings

- The Committee will meet on Tuesdays at 9.00am – 9:30am.
- Key issues and activities will be recorded and posted on the CIT internet following each meeting.
- Meetings will be held remotely (Webex).
- Committee will review the effectiveness of this Committee on a regular basis and provide advice to the CIT Executive Management Committee.

Standing Agenda Items

1. Welcome

- Acknowledgement of Country
- Welcome/Apologies
- Actions

2. Situational Update

3. Health and Safety

- Topics
 - Hygiene
 - Physical distancing
 - Facilities and Supplies
 - Incidents monitoring

4. Systems Capability

5. Student Support

- Topics
 - Ongoing Support for learning needs for students
 - Student health and wellbeing

6. Workforce

- Topics
 - HR Issues
 - Systems capability
 - Employee support

7. Communications

8. Other Business

COVID related matters, including questions to the Committee, can be sent to CITcovidenquiry@cit.edu.au