



Working Group - Secretariat

The scope of the Secretariat is to:

- Ensure the effective administration of funding for Working Group activities, through for example, collection of expenses claims, financial record keeping, consistent with RWM's own processes
- Support the Working Group to deliver:
 - a. Terms of Reference for the Working Group
 - b. A costed work plan based on the Terms of Reference
 - c. Collation of weekly management of information
- Liaise with contractors that are supporting the Working Group's activity to deliver for example:
 - a. Stakeholder mapping and updating of stakeholder information
 - b. Analysis of the issues that the community may have in relation to a GDF
 - c. Identification of Search Area as defined in the Working with Communities policies
 - d. Analysis of local and economic and other development plans
 - e. Evaluation of RWM's community engagement process
- Support the process to identify and appoint Community Partnership members from within the community
- Work with RWM's Events Manager to organise meetings, for example:
 - a. Regular Working Group meetings
 - b. Community engagement events
 - c. Initial community knowledge gathering with RWM
 - d. Meetings with key stakeholders
- Provide administrative support to the Regional Manager, Independent Chair and Facilitator
- Lead on dissemination of information within the Working Group, including the administration of a collaboration portal where Working Group members can share information.