

## **Frequently Asked Questions (FAQs) for the Loddon Campaspe Regional Food System Taskforce**

### **What is the purpose of the Loddon Campaspe Regional Food System Taskforce?**

The Taskforce works with Healthy Loddon Campaspe (HLC) to implement the Flourish: Loddon Campaspe Regional Food System Framework (Flourish). Flourish has a vision to create a vibrant and sustainable regional food system that puts community and Country at its heart to promote health, equity, and resilience for all.

### **Who can be a member of the Taskforce?**

The Taskforce can include up to 12 community members and a maximum of four officers from HLC at any time. Members will be selected from diverse backgrounds.

### **How are Taskforce members selected?**

Members are selected through an expression of interest process by Healthy Loddon Campaspe, considering their skills, experience, and ties to the regional food system. Occasionally, individuals may be invited to join if a specific representation gap is identified. The Healthy Loddon Campaspe Governance Group (Regional Steering Group) will review shortlisted candidates and provide final endorsement.

### **What are the key responsibilities of a Taskforce member?**

Members are expected to:

- Commit to a minimum of one year.
- Prepare for, attend, and actively participate in at least 75% of meetings.
- Actively contribute to the objectives of the Framework.
- Provide constructive feedback and share industry learnings.
- Engage respectfully and inclusively with all Taskforce members.

### **How often does the Taskforce meet?**

The Taskforce meets quarterly and as needed. Meetings can be held both face-to-face and online.

### **What happens if a Taskforce member cannot attend a meeting?**

If a member cannot attend a meeting, they should inform the Chair as soon as possible. A proxy member may be approved to attend in their place, provided appropriate notice is given.

### **Can Taskforce members be removed?**

Yes, members can resign at any time or may be terminated if they fail to meet the responsibilities outlined in the Terms of Reference, such as missing two consecutive meetings without apology, failing to declare a conflict of interest, or breaching confidentiality.

### **Are there any reimbursement policies for Taskforce members?**

Taskforce members may be eligible to be reimbursed for travel expenses to participate in taskforce meetings. Please contact a HLC team member for further information.

### **How does the Taskforce handle conflicts of interest?**

Members must declare any conflicts of interest at meetings. These conflicts are recorded in the minutes, and the member must leave the meeting while the item in conflict is discussed.

### **How is confidentiality handled within the Taskforce?**

Members may receive confidential information and are expected not to disclose this information without proper authorisation. They may also be required to sign confidentiality or non-disclosure agreements.

### **How does the Taskforce report its activities?**

The Taskforce reports regularly to HLC, including reviews of the Framework's progress and minutes from all meetings. Regular updates ensure transparency and accountability.

### **How often are the Terms of Reference reviewed?**

The Terms of Reference will be reviewed annually to ensure they remain relevant and responsive to the Taskforce's requirements. Proposed changes are circulated for comment and presented to the Taskforce for endorsement.