

Loddon Campaspe Regional Food System Taskforce

Acknowledgement of Country

Healthy Loddon Campaspe respectfully acknowledges that the Loddon Campaspe region encompasses the traditional lands and waters of the Dja Dja Wurrung, Taungurung, Wurundjeri, and Yorta Yorta people.

We pay our respects to them, their culture, and their Elders past, present and future.

Background

The governance of Flourish: Loddon Campaspe Regional Food System Framework (Flourish) involves a collaborative effort to transform our region's food system, focusing on community and environmental wellbeing. The Loddon Campaspe Regional Food System Taskforce ("the Taskforce") will guide the stewardship and implementation of Flourish. The terms of reference articulates the scope of work for the Taskforce and defines how members will work together to provide a successful governance structure for the stewardship and implementation of Flourish.

Terms of Reference

1. Taskforce Purpose

- a) The Loddon Campaspe Regional Food System Taskforce will work with Healthy Loddon Campaspe (HLC) on the implementation of Flourish. Central to its responsibility is working towards the Flourish vision of creating a vibrant and sustainable regional food system that puts community and Country at its heart to promote health, equity, and resilience for all.
- b) The Taskforce will connect agencies, industries, businesses and individuals with HLC to support food system transformation across the Loddon Campaspe region. The Taskforce will improve communication and coordination so that investment is focused and strategic, and contributes to a healthy, resilient and equitable food system.
- c) The Taskforce will act as an advisory group to HLC.
- d) The Taskforce will work towards the following objectives:

- i. Contribute to the successful implementation of Flourish.
- ii. Actively monitor and review the success of Flourish and contribute to biennial reviews.
- iii. Make recommendations on project opportunities and priorities which achieve the objectives of Flourish.
- iv. Advocate and seek funding for priority projects which align with the objectives.
- v. Facilitate ongoing collaboration between organisations, associations, governments, businesses, and the community.
- vi. Collaborate on projects which align with the objectives of Flourish.
- vii. Share industry and community learnings relevant to Flourish and its objectives.
- viii. Establish working groups to tackle objective-specific issues and projects.
- ix. Provide feedback to HLC on the opportunities and challenges facing the industry, and on the implementation and effectiveness Flourish.

2. Taskforce Membership

- a) A maximum of 12 individuals from the community plus a maximum of four HLC Officers will make up the Taskforce at any one time.
- b) Membership will comprise a diverse range of representatives.
- c) The primary HLC contact on the Taskforce is the Regional Project Officer.

3. Appointment of taskforce members

- a) New members will be appointed to the Taskforce by HLC through an expression of interest process, considering the skills, experience, ties to the regional food system, and the membership makeup of the taskforce at the time.
- b) Individuals may be invited by HLC to join the Taskforce should a particular gap in representation be identified.
- c) The decision on the appointment of the Taskforce members will be made by the relevant HLC Officers and endorsed by the HLC Regional Steering Group.

4. Termination of Taskforce Membership

- a) Members are free to resign from the Taskforce at any time by notifying the Convenor.
- b) Members may be terminated from the Taskforce if:
 - i. They have been absent from two consecutive meetings, without forwarding an apology or nominating a proxy.
 - ii. Fail, in the absolute discretion of HLC, to meet any of the member responsibilities outlined in these Terms of Reference, and such failure cannot be rectified.
 - iii. Breach any material term of these Terms of Reference, including failure to abide by the Framework's values, breach of confidentiality or failing to declare a conflict.
 - iv. Are otherwise considered, in the absolute discretion of Healthy HLC, to not be a proper Taskforce Member.
- c) HLC may, over the course of the Taskforce, deem that it is no longer achieving its purposes and may terminate the Taskforce in its entirety.

5. Taskforce Meeting Procedures

5.1 Meeting Frequency and Procedures

- (a) Meetings will take place at least quarterly and as otherwise required. Meetings will be facilitated by HLC and will likely be held both face to face and online.
- (b) HLC will prepare an agenda and distribute to the meeting at least a week prior to the meeting. The Chair and Convenor will set the agenda, with any final decisions to be made by the Convenor.
- (c) Agenda items can be submitted to the Chair and Convenor two weeks before the meeting. The Chair may receive other business on the day.
- (d) Minutes will be taken in relation to the meeting. Minutes will be disclosed to other officers within the HLC team and the Regional Steering Group.
- (e) If you are unable to attend a meeting, you must advise the Chair as soon as possible. A proxy member may be approved to attend on behalf of a member provided appropriate notice has been given to the Convenor and the Convenor has approved the attendance of the proxy. Proxy members have voting rights in decision making.

5.2 Quorum

- (a) Taskforce meetings will operate with a minimum number of six members, made up of no more than two HLC Officers.

5.3 Chair

- (f) The Chair and Deputy Chair will be decided by the Taskforce at its first meeting.
- (g) If the meeting cannot decide on a Chair, then the Convenor may appoint a Chair.
- (h) The Chair will hold the position of Chair for 12 months and will take the Chair at all meetings of the Taskforce.
- (i) The Deputy Chair will reside where the Chair is unable to.

5.4 Decision making

- (a) Decisions will be obtained through discussions and consensus within the Taskforce.
- (b) If consensus cannot be reached, a decision will be made based on a majority of votes (half plus one of those members with voting rights present at the meeting).
- (c) If a consensus cannot be reached by the taskforce, the decision will be referred to the HLC Regional Steering Group.

6. Attendance of proxy members and guest speakers

- (a) Individuals or representatives from relevant organisations may be invited from time to time. Other HLC staff may also be invited onto working groups where specific expertise or information is required. These members will not have voting rights.
- (b) The Taskforce may develop working groups from time to time to assist with specific tasks relevant to the implementation of Flourish. Working groups may include participants from outside the Taskforce, with skills or knowledge relevant to particular objectives. These members will not have voting rights.

7. Taskforce member responsibilities

- (a) In order to achieve the objectives of Flourish and the Taskforce, HLC expects that all members will:
 - i. Commit to a minimum term of 12 months.
 - ii. Prepare for, attend and actively participate in a minimum of 75% of meetings.
 - iii. Take an active role in communicating the views, ideas and concerns of the community to the Taskforce.

- iv. Actively seek opportunities to build collaboration and cooperation between representative groups.
 - v. Actively seek opportunities to promote the goals and objectives of HLC and Flourish in a positive light.
 - vi. Provide advice, suggestions and feedback to HLC (through the Taskforce) on the progress and implementation of Flourish.
 - vii. Keep the Taskforce informed of current and emerging projects and opportunities relevant to Flourish.
 - viii. Proactively share relevant information and opportunities from the Taskforce to the community.
 - ix. Engage with HLC and fellow Taskforce members in a constructive and respectful manner.
 - x. Work to build an inclusive culture within the Taskforce.
- (b) Taskforce members are expected to conduct themselves and their activities in relation to this Taskforce in accordance with Flourish values of Equity, Healthy and Resilience. Further information can be found on HLC's website.

8. Reimbursement of Expenses

- (a) Taskforce members may be eligible to be reimbursed for travel expenses to participate in taskforce meetings.
- (b) Applications with supporting evidence can be made to the Convenor, and if approved will be paid within 30 days.

9. Conflicts of Interest

- (a) All members are required to declare any conflicts of interest to the Chair and to the meeting, and the conflict will be recorded in the minutes.
- (b) If a conflict of interest is declared, the Member must leave the meeting while the item is being discussed and not partake in any discussion or voting on the item.

- (c) A member will have a conflict of interest if an impartial, fair-minded person would consider that the member's private interests could result in that member acting in a way that is contrary to the Taskforce's interests, Flourish, or HLC interests.

10. Confidentiality

- (a) Members may from time to time receive information or discuss ideas that are confidential. Members must not disclose that information without authority, nor should they use that information or personal benefit or to benefit others.
- (b) The members acknowledge that there may at times be a need to execute confidentiality agreements or non-disclosure agreements and they agree to do so.

11. Accountability and Reporting

- (a) The Taskforce is responsible to HLC.
- (b) The Taskforce will report to HLC on a regular basis, including and not limited to:
 - i. Review of progress on Flourish in years 1, 3 and 5.
 - ii. Specific issues and or projects including recommendations.
 - iii. Minutes from all meetings.

12. Monitoring and Review

- (a) These Terms of Reference will be reviewed regularly and HLC is responsible for ensuring that the Terms of Reference are current and responsive to the Taskforce requirements.
- (b) Proposed changes to the Terms of Reference will be circulated to the Taskforce for comment and presented to the Taskforce for endorsement and adoption.