

### **Hepburn COVID-19 Business Response and Recovery Taskforce – Terms of Reference - July 2020**

#### **Purpose:**

The purpose of the task force is to act as a forum for consultation for the provision of feedback and information exchange that will support and foster a coordinated response and approach to activities that will support our business and economic recovery.

#### **Objectives:**

The Taskforce seeks to build a partnership with local business and encourage a coordinated approach in responding to the impact of COVID-19 (coronavirus) on Hepburn Shire businesses across issues including business closures, industry downturn, job losses and support for business by:

1. Fostering collaboration between leaders in the business community through collectively agreed approaches
2. Encouraging business input to a recovery program for local business
3. Seeking business input to campaigns designed to support Hepburn business in response and recovery
4. Invite State and Federal Government to the table as required.
5. Contributing feedback and ideas that support business recovery
6. Identify, pre-empt and manage issues, gaps and opportunities in business support and assistance in response to the economic impacts caused by the COVID-19 pandemic
7. Identifying key issues for advocacy to State and Federal Government.

#### **Membership:**

The Taskforce membership represents Hepburn Shire's geographic spread and range of industry. The Taskforce will consist of 12 members; four Hepburn Shire Council representatives, one representative from Daylesford Macedon Tourism, one representative from each of the Business Associations in the Hepburn Shire and four other business representatives.

With the approval of the Chair, members can nominate a delegate to attend meetings during periods of absence.

Hepburn Shire Council representatives will consist of:

- Councillor Licia Kokocinski - Hepburn Shire Council Mayor \*
- Evan King - Hepburn Shire Council CEO \*
- Andrew Burgess - Hepburn Shire Manager Economic Development \*
- Rebecca Pedretti – Hepburn Shire Coordinator Economic Development \*

Non-HSC business representatives will consist of:

- Steve Wroe – Executive Officer Daylesford Macedon Tourism \*
- Clunes Business Association \*
- Trentham Business Association \*
- Creswick Business Association \*

Other Business members can be sourced from, but not limited to, the following sectors:

- Agribusiness
- Health & Wellbeing

- Professional Services (including Education & training)
- Retail (including real estate)
- Tourism & Hospitality (including Accommodation, attractions, cafes etc)
- Construction, Manufacturing and Trade

\* These members would be directly appointed to the taskforce, and not subject to a public expression of interest.

Up to 12 members will be appointed to the taskforce via an expression of interest, therefore not all sectors may be directly represented.

The Hepburn Shire Council Mayor shall be appointed Chairperson for the duration of the Taskforce. The Hepburn Shire Manager Economic Development shall be appointed as Deputy Chairperson for the duration of the Taskforce and during the election caretaker period or during other periods of absence by the Chairperson, will act as the Chairperson.

The Chair may co-opt additional members where specific skills or experience will assist the Taskforce.

### **Responsibilities:**

Members of the Taskforce will act in accordance with collectively agreed approaches, providing advice in their areas of knowledge and expertise, contributing to the work of the Taskforce, and being able to meet the time commitments of being a Taskforce member.

### **Meetings:**

Appointment to the Taskforce will be initially until June 2021.

A quorum of the Taskforce will consist of a minimum of six members, including the Chairperson and five Taskforce members.

Taskforce members will only nominate an alternate delegate attendee by agreement with the Chairperson prior to the meeting (through the Secretariat).

Taskforce meetings are not open to the public.

The Taskforce will meet weekly for the first 2 meetings, and then fortnightly for meetings 3 and 4. Meeting schedule following meeting 4 will be agreed to by the taskforce.

The meetings shall be convened by the appointed Chair.

An agenda and minutes of the previous meeting will be forwarded electronically to the Taskforce members prior to each meeting.

### **Secretariat:**

A Council Officer will act as Secretariat to the Taskforce and will take and distribute minutes to members. Taskforce members may list items for consideration on the agenda by contacting the Chairperson or Secretariat (Council officer).

### **Extent of Authority:**

The Taskforce is a forum for consultation, provision of feedback and information exchange and has no power to commit Council to any decision or action, or to direct Council Officers in their duties.

The Taskforce reports to the Hepburn Shire COVID-19 Response and Recovery Committee. A Council Officer will act as the representative of the Taskforce, reporting to Councils Recovery Committee.