

Hepburn COVID-19 Community 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 community's recovery.

Objective:

The Taskforce will assist in the rebuilding of connections to improve community resilience and assist affected communities to rebound from the impact of the COVID-19 pandemic.

Responsibilities:

1. Fostering collaboration between leaders in the community through collectively agreed approaches
2. Provide advice in their areas of knowledge and expertise
3. Invite State and Federal Government representatives to the table as required.
4. Contributing feedback and ideas that support community recovery initiatives
5. Identify, pre-empt and manage community issues, gaps and trends relating to the COVID-19 pandemic and its community impacts.
6. Identifying key advocacy issues for State and Federal Government.

Membership:

The Taskforce membership represents Hepburn Shire's geographic spread and range of community organisations and service providers. The Taskforce will consist of 12 members; four Hepburn Shire Council representatives and eight community representatives.

Subject to 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 *
- Bradley Thomas - Director Community and Corporate Services *
- Fran Fogarty – Manager Community Care *
- Michelle Whyte - Coordinator Community Partnerships *

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

- Sector 1 Education Services
- Sector 2 Health Services
- Sector 3 Charities
- Sector 4 Religious Groups
- Sector 5 Sporting Groups

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- Sector 6 Aged services
- Sector 7 Neighbourhood Houses*
- Sector 8 Arts Community
- Sector 9 Cultural Groups
- Sector 10 Domestic Violence Services
- Sector 10 Youth Groups
- Sector 11 Mental Health Services
- Sector 12 Family Violence

* 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 Director Community and Corporate Services 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 Chair.

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 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.

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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 Council's Recovery Committee.