



FRANKSTON 2025 ADVISORY COMMITTEE



TERMS OF REFERENCE, REVISED FEBRUARY 2008

1. PURPOSE OF COMMITTEE

To ensure the ongoing involvement from all sectors of the community in realising the Frankston 2025 Community Vision, Frankston City Council is seeking to establish a voluntary advisory committee whose members are drawn from a diverse cross-section of the Frankston City community.

The purpose of the Frankston 2025 Advisory Committee will be to advise the Council on how to maximise participation in the Frankston 2025 Community Visioning initiative and encourage action by all parts of the community to turn the vision into reality.

2. FUNCTIONS OF THE ADVISORY COMMITTEE

The functions of the advisory committee will be to:

- a) Promote the community vision and the recognition of projects and community endeavours that contribute to the achievement of the vision to the Frankston City community.
- b) Encourage community participation and support in delivery of the community vision by assisting the Council with the design and implementation of consultation processes in subsequent stages of the project.
- c) Assist the Council in monitoring and reporting on progress towards achievement of the community vision, with a particular focus on State of the City reporting.
- d) Endeavour to faithfully represent the interests and preferences of the Frankston City community rather than individual stakeholder organisations. This will ensure that the community vision remains relevant to the Council and the broader community.

3. MEMBERSHIP OF THE COMMITTEE

a) The advisory committee shall comprise the following members:

- Ten community representatives to be appointed by Frankston City Council,
- One Councillor appointed by Frankston City Council (ex officio),
- Chief Executive Officer or delegate nominated by the CEO (ex officio),
- One member of Council's Corporate Management Team nominated by the CEO (ex officio),
- Sustainability Project Consultant (ex officio).

Ex-officio members shall not have voting rights and are not to move or second motions before the chairperson.

Other key stakeholders to be invited to attend by the committee as required by the business being considered. Other Council officers to be involved at the discretion of the Chief Executive Officer. Such temporary members will not have voting rights.

The Council's Sustainability Project Consultant will attend meetings in order to provide continuing advice and support to the committee.

b) The chairperson will be elected from and by the majority of voting members of the advisory committee on an annual basis.

3.1 ROLE OF THE COMMITTEE MEMBERS

The advisory committee members are expected to:

- act honestly and within the law at all times,
- act in good faith and not for improper or ulterior motives,
- act in a reasonable, just and non discriminatory manner,
- undertake their role with reasonable care and diligence,
- conduct their ongoing relationship with fellow committee members, Council officers, Councillors and/or the Council and the public with respect, courtesy and sensitivity,
- use information in a careful and prudent manner, *and*
- understand the importance of a holistic approach to the development and implementation of the Frankston 2025 Community Visioning initiative.

3.2 ROLE OF THE CHAIRPERSON

- a) The chairperson shall chair all meetings of the advisory committee.
- b) The chairperson is responsible for ensuring that the advisory committee operates in an effective manner within these terms of reference.
- c) The chairperson shall be available to liaise with committee members, Council officers, Councillors and/or the Council and may be required to attend Council meetings or briefings on occasions.

3.3 ROLE OF THE COUNCIL

In the implementation of the community vision, the Council will have multiple roles; firstly, fostering the community vision as one of many organisations influencing the City's quality of life, secondly, resourcing the advisory committee and encouraging community support for the attainment of the vision, and thirdly, monitoring and reporting on progress in attaining the vision.

The Council also plans to undertake community consultations from time to time to ensure that the community vision is regularly reviewed and fund a communication campaign whenever the vision is updated.

4. RECRUITMENT OF THE COMMITTEE

Potential candidates may be nominated by the Council or any member of the community. Candidates can also self-nominate.

Community members will be selected based on their capacity to:

- Contribute to the functions of the advisory committee
- Represent a broad spectrum of issues and consult with a range of stakeholders across the Council area
- Work in a team environment, make a contribution and share the committee workload
- Focus on resolving issues

Community members will also be selected to represent a diverse range of interests and backgrounds from across the Frankston City community.

The following procedure will be used to establish the initial members of the advisory committee:

1. A notice will be included in the local newspapers calling for nominations.
2. Candidates will be assessed against the above listed criteria by the Frankston 2025 selection panel.
3. The shortlisted candidates may be interviewed.
4. The interviewing panel will make recommendations to the Council on the suitability of the candidate.
5. An appointment will be made where the candidate's nomination is supported by the Council.

5. TERMS OF APPOINTMENT

- a) Community representatives will be appointed for either a period of two or three years, having regard to the need to maintain continuity within the advisory committee. Existing community members shall be eligible to nominate for additional terms.
- b) The committee will elect a chairperson for a one year term. The chairperson may have up to two consecutive terms.
- c) A member shall be deemed to have resigned if that member fails to attend three consecutive meetings of the advisory committee. However, the advisory committee may grant leave of absence for an extended period.
- d) Resignations shall be submitted in writing to the Council through the chairperson.
- e) The Council, as necessary will arrange reappointments and new appointments. Any vacancy on the committee needs to be filled within four months.

6. COMMITTEE PROCEEDINGS

- a) Meetings initially will be held monthly in the early stages, with a view to becoming bi-monthly as required. Meetings will be held at the Civic Centre, Frankston, unless otherwise resolved by the advisory committee. Future meeting dates and times will be decided on at the initial meeting.
- b) The advisory committee shall aim to operate on a consensus model of decision making. In the event of a vote occurring and that vote being tied, the chairperson shall, in addition to a deliberate vote, have a second or casting vote.
- c) The advisory committee may establish working groups for a specified purpose. Relevant key stakeholders will be consulted when establishing such a working group. Non-members may be co-opted to a working group. A member of the advisory committee shall chair such working groups. The advisory committee shall develop a statement of the role, responsibility and tasks to be achieved by the working group and the reporting procedures to be followed.
- d) Council officers acting in an ex-officio capacity shall not be expected to attend working group meetings unless otherwise approved by the appropriate General Manager or Department Manager.
- e) A quorum shall consist of a clear majority of the advisory committee voting members.

7. ADMINISTRATION AND RESOURCING THE COMMITTEE

- a) The Council will provide secretarial services and other resources (e.g., venue, preparation and distribution of minutes/agendas) to support the functions of the advisory committee. Secretarial services will not be provided for working groups unless otherwise approved by the appropriate General Manager or Department Manager.
- b) The function of the advisory committee will be reviewed annually and the Council shall be provided with a report on the year's activities, including an update on the progress of the advisory committee and future recommendations for subsequent stages of the project, prior to the end of the calendar year.

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