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Frankston City Economic Development Advisory Committee Terms of Reference

1. BACKGROUND

Frankston City is situated on the eastern shores of Port Phillip Bay approximately 40 kilometres south of Melbourne. The municipality covers an area of about 131 square kilometres from Seaford Wetlands in the north, to Mt Eliza in the south, and the Western Port Highway in the east. The western boundary of the City is made up of about 10 kilometres of coastline along Port Phillip Bay.

Frankston City is strategically placed as the activity centre for the Mornington Peninsula and the nearby south east growth corridor of Melbourne. Currently, Frankston City provides regional shopping, education, health, community service, financial, recreation and leisure and entertainment facilities for a population catchment far greater than its municipal boundaries.

2. PURPOSE OF COMMITTEE

The Economic Development Advisory Committee has been established to provide direction and support to assist and guide Council in its activities relating to economic development and business support.

The purpose of the Committee is to ensure the ongoing involvement from all sectors of the community and key stakeholders in realising Frankston City's Economic Development Vision.

The Advisory Committee will provide advice to Council on:

- (a) Initiatives that support and deliver the 'Frankston 2025' vision for Frankston City to become:
 - "a city (that) leads the way in innovative business practices while generating local employment and services"; and*
 - "a community (that) provides opportunities for learning and development for every individual"*
- (b) Initiatives that support and deliver Frankston City Council's Economic Development Vision for Frankston City to be:
 - "A city that is vibrant, safe, clean, and has a strong relationship with the bay; a population that is proud, values learning, and linked to opportunities; and an economy that is connected, sustainable, growing, innovative and provides balanced work/life practices."*
- (c) Initiatives that support business retention, expansion and attraction

3. FUNCTIONS OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The functions of the advisory committee will be to:

- (a) Oversee the development, implementation and promotion of Frankston City Council's Economic Development Strategy through the provision of advice and direction.
- (b) Identify and recognise strategic issues and projects, government and business sector initiatives that impact upon the achievement of Frankston City Council's Economic vision, with priority given to actions that fall under the following strategic themes:
 - o Employment Precinct Growth
 - o Education, Training and Employment
 - o Networking and Partnerships
 - o Marketing and Promotion
 - o Information and Guidance
- (c) Promote an environment that is conducive to job creation – including local traineeships and work experience opportunities
- (d) Identify issues, opportunities and initiatives for Council to work actively with all tiers of Government, private sector, educational institutions and other relevant stakeholders in enhancing the diverse economic base of the City and capitalizing on local competitive strategic advantages and niche markets.
- (e) Provide advice and direction for Council's business retention, expansion and attraction programs.
- (f) Promote Frankston broadly to facilitate and encourage appropriate investment that lead to the continued development of Frankston's position as a regional capital on the bay.
- (g) Encourage regional co-operation and private / Government sector participation.
- (h) Assist the Council in monitoring and reporting on progress towards achievement of the Economic Strategy and vision.
- (i) Faithfully represent the interests and preferences of the Frankston City community rather than individual stakeholder organisations.
- (j) Provide advice on other economic related strategies affecting the region as required from time to time.

4. MEMBERSHIP OF THE COMMITTEE

Frankston City Council is seeking to establish a voluntary committee whose members are drawn from a diverse cross-section of the community. The Economic Development Advisory Committee shall comprise the following members appointed by Council:

- Five (5) Business Representatives including:
 - o One (1) Frankston Business Chamber representative – preferably the President *(NB/ other Committee members may also be members of the Frankston Business Chamber and may be Frankston Business Chamber Board of Management members)*
 - o One (1) Major Manufacturing representative
 - o One (1) Major Retailer representative

- One (1) Community Services/Health representative
- One (1) Tourism representative
- One (1) representative from the Frankston CAD Advisory Committee that is not otherwise specifically listed above
- One (1) Major Property Owner/Manager or Estate Agent representative
- One (1) representative each from Monash University & Chisholm Institute of TAFE
- Two (2) Councillors nominated by the Council of Frankston City Council
- Four (4) Ex-Officio Members
 - One (1) member of Frankston City Council's Corporate Management Team
 - (One) member of Frankston City Council's Urban Strategy Department
 - Frankston City Council's Economic Development Coordinator
 - One (1) State Government representative from the Department of Innovation, Industry and Regional Development

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.

Participation by local politicians may be invited (Ex-officio) based upon specific focuses of the committee. The electorates that cover Frankston City include:

- Dunkley, Isaacs, Flinders (Federal Member of the House of Representatives)
- South East Metropolitan Region, Eastern Victorian Region (State Members of the Legislative Council – Upper House)
- Carrum, Cranbourne, Frankston, Hastings (State Members of the Legislative Assembly – Lower House)

4.1 ROLE OF THE FRANKSTON ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEMBERS

The Economic Development 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
- have regard for relevant Council strategies, policies and guidelines
- understand the importance of a holistic approach to the development and implementation of the Frankston Economic Development Vision and Strategy

4.2 ROLE OF THE CHAIRPERSON

The Economic Development Advisory Committee shall elect a Chair at its first meeting each year.

- a) The Chairperson shall chair all meetings of the full Economic Development Advisory Committee. The Chairperson need not Chair or be represented at every working party meeting – a delegate may be nominated.

- 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 Advisory Committee members, government agencies, Council officers, Councillors and/or the Council, and may be required to attend Council meetings or briefings on occasions.

5. RECRUITMENT OF THE COMMITTEE

Where members of the committee are representatives of identified organisations, such organisations will be requested to nominate their representative for endorsement.

Candidates for the Frankston Economic Development Advisory Committee who are not nominated by identified representative organisations may be nominated by Frankston City Council or any other member of the community. Candidates may also self-nominate.

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Members will be selected based on their capacity to contribute to the Advisory Committee and who represent a diverse range of interests and backgrounds from across Frankston City.

The following procedure will be used to establish the initial members of the Advisory Committee:

- a) A notice will be featured in the local newspapers inviting nominations
- b) Candidates will be assessed by Council's selection panel comprising Council's delegates to the committee and the Chief Executive Officer or his representative.
- c) The short listed candidates may be interviewed
- d) The selection panel will make recommendations to the Council on the suitability of the candidate
- e) An appointment will be made where the candidate's nomination is supported by the Council

Where no nominations are received or no appropriate nominations are received the committee may continue without such positions being filled.

6. TERMS OF APPOINTMENT

- a) Representatives will be appointed for either a period of one, two or three years (having regard to the need to maintain continuity within the Advisory Committee). Existing Committee Members shall be eligible to nominate for another term. No member shall exceed two terms on the Committee
- b) The Committee will elect a Chairperson for a one year term. The Chairperson may have up to two consecutive terms in the role of Chair
- 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) Frankston City Council, as necessary, will arrange reappointments and new appointments. Any vacancy on the Committee needs to be filled within four months

7. COMMITTEE OPERATING PROCEEDINGS

- a) Meetings initially will be held monthly in the early stages, with a view to becoming bimonthly as required. Meetings will be held at the Civic Centre, Frankston, unless otherwise resolved by the committee. Future meeting dates and times will be decided on at the initial meeting.
- b) The 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 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 committee shall chair such working groups. The 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 Council General Manager or Department Manager.
- e) A quorum shall consist of a clear majority of the committee voting members.
- f) General Business items raised at meetings are to be recorded on a database and a report and updates on actions circulated with meeting agendas.
- g) The Economic Development Advisory Committee is an advisory body with primary contact to the Frankston City Council General Manager of Development.
- h) The role of the Economic Development Advisory Committee (as an advisory body only) precludes it or its members from directing Council officers on any particular matter. Additionally Council officers are not bound by any advice put forward by the Advisory Committee. Council officers are bound, however, to submit all Advisory Committee recommendations to Council for its consideration and determination.

8. MEDIA COMMENT AND CONFIDENTIALITY

Comments to the media on behalf of the Economic Development Advisory Committee shall only be made by the Chairperson, or by another member of the Committee with the approval of the Chairperson.

The Committee does not have the power to speak on behalf of Frankston City Council.

Members of the Committee should appreciate that the Committee will from time to time deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

9. CONFLICT OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest, immediately advise the Chairperson and if appropriate

leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue.

10. ADMINISTRATION AND RESOURCING THE COMMITTEE

The Council will provide administrative services and other resources (e.g. venue, preparation and distribution of minutes/agendas) to support the functions of the Economic Development Advisory Committee and any working groups.

11. REVIEW OF TERMS OF REFERENCE

The function of the committee and its Terms of Reference will be reviewed annually and Frankston City Council shall be provided with a report on the year's activities.