

Frankston City Stakeholder Group

Terms of Reference

1. Background

By this Terms of Reference document, Frankston City Council (Council) establishes the Frankston City Stakeholder Group (the Group) as a means of consultation on and collaboration with key local groups and organisations to deliver a range of local initiatives, policies, plans and strategies.

Council recognises the importance of collaborative and strategic partnerships based on common objectives and relevant expertise in securing vital funding investments and influence decision-making at all levels to benefit the community now and into the future.

This Terms of Reference document has been developed to guide Frankston City Council's strategic partnering approach and sets out the functions, responsibilities and structural basis on which the Group will operate.

2. Purpose

The Frankston City Stakeholder Group is established for the purpose of:

- Engage and research - Participate in deliberative engagement and consultation supporting Council's research to understand a range of environmental, social, health and economic data, trends and needs.
- Support - Council will build the capacity of community groups and residents to engage, partner and lead advocacy campaigns.
- Partner - Establishing partnerships between Council, community groups, businesses, industry or other groups with shared objectives or complementary skills to deliver local initiatives and to enhance advocacy efforts.

3. Term

This Terms of Reference is effective from (insert start date) and continues until (insert end date) whereby a review of the group membership and Terms of Reference will be undertaken to ensure relevance with the current local climate.

4. Membership

The Group will comprise:

Frankston City Council:

- Mayor, Frankston City



- Chief Executive Officer
- Manager Community Relations
- Coordinator Advocacy and Strategic Partnerships
- Other Directors and Managers as required

Authorised representative/s from Frankston City community groups and organisations, such as:

- Rotary and Lions Clubs
- Probus Groups
- Public and Private Hospitals
- Education and training institutions
- Environment and sustainability groups and organisations
- Seniors and cultural clubs, groups and organisations

5. Guiding Principles

This Group will be guided by the following principles:

- Strategic - aligned to our Council Plan and other key strategic documents, based on future growth and needs
- Innovative - exploring new ways to deliver advocacy and outcomes for the local and regional community
- Knowledgeable - having the right people willing to bring their skills, expertise and experience to the conversation
- Open and Transparent - we will foster a culture of information sharing and will report back to the community
- Respectful and inclusive - we value the input and involvement of all stakeholders and seek to reach all stakeholder groups in ways that suit them

6. Roles and Responsibilities

All members will respect the views of other members and constructively contribute to conversations.

Frankston City Council:

- The CEO will serve as Chair/MC for meetings and events
- Will host meetings, events and engagement sessions
- Provide meeting resources and minutes

Authorised representative/s from Frankston City community groups and organisations:

- Participate in meetings, events and engagement sessions by providing feedback, perspectives and updates
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- Suggest agenda items for discussion with due notice

7. Meetings and Events



- Bi-annual events - Council will host bi-annual (6 monthly) networking events with the whole Frankston City Stakeholders Group with a focus on networking, sharing ideas, problem solving, highlighting successes and opportunities.
- Reference group meetings - Council will host more regular meetings for stakeholders interested in particular themes in order to provide a regular feedback cycle and ongoing open communication on a smaller scale.

8. Reporting and Review

Council will take meeting minutes at each meeting/event and will circulate a copy to the group via the Engage Frankston online portal in the days following the meeting/event.

Action items may be delegated to relevant Managers and Directors from Council, with updates to be provided within an agreed timeline at the meeting/event.

More information

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