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**SHIRE BEAUTIFICATION AND CEMETERY ADVISORY COMMITTEE**

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**TERMS OF REFERENCE**

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**1. Role/Purpose:**

To provide advice to Winton Shire Council in order to maximise the benefits to the community of Winton by enhancing the beautification and presentation of public areas within the Shire in the following aspects:

- a) Parks and gardens
- b) Roads and streets
- c) Shire Cemeteries
- d) Historical sites

**2. Term:**

The terms of reference will be ongoing until modified by Council.

**3. Membership:**

Membership of the Committee is in accordance with Council resolution. Two Councillors and the Mayor will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation. In the event of a Councillor resigning their position on the Committee, the Council will nominate a Councillor to fill the vacant position.

**3.1 Appointment of Chairperson**

The Chairperson of the Committee shall be appointed by Council. In the absence of the appointed Chairperson from a meeting, the meeting will be chaired by the Deputy Chairperson, being Councillor 2 or Mayor.

Voting Members of the Advisory Committee will comprise:

Mayor  
Portfolio Councillor 1  
Portfolio Councillor 2  
Community Member 1  
Community Member 2  
Community Member 3  
Community Member 4  
Community Member 5  
Community Member 6

Additional Non-Voting Members will comprise of:

WSC Director of Works  
WSC Works Manager  
Parks and Facilities Manager/Supervisor  
WSC Minute Secretary

### 3.2 Term of Membership

Community Members will be renewed every 2 years. If a voting member is absent for two consecutive meetings, the chair of the Committee will write to that member seeking an explanation on why they should remain on the Committee.

### 4. Roles and Responsibilities:

The Advisory Committee is accountable for:

- Implementing the objectives of Council's Corporate Plan;
- Fostering collaboration;
- Removing obstacles to the Advisory Committee's successful delivery, adoption and use;
- Maintaining at all times the focus of the Advisory Committee on the agreed scope, outcomes and benefits;
- Monitoring and managing the factors outside the Advisory Committee's control that are critical to its success.

### 5. The membership of the Advisory Committee will commit to:

- Attending all scheduled meetings;
- Wholeheartedly champion the partnership within and outside of work areas;
- Share all communications and information across all members;
- Make timely recommendations and take action so as to not hold up any project;
- Notify members of the Advisory Committee, as soon as practical, if any matter arises which may be deemed to affect the development of the partnership.

### 6. Members of the Advisory Committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner;
- To be given reasonable time to make key decisions;
- Open and honest discussion, without resort to any misleading assertions.

### 7. Meetings:

- A meeting quorum will be 50% + 1 membership of the voting members of the Advisory Committee;
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, Advisory Committee Chair makes the final decision;
- Meeting agenda and minutes will be provided by Winton Shire Council Administration staff. This includes:
  - Preparing agenda and supporting papers;
  - Preparing meeting notes and information.
- Meetings will be conducted:
  - 4 times per year;
  - At the Winton Neighbourhood Centre training room.
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

**8. Amendment, Modification or Variation:**

Council may amend, vary or modify this Terms of Reference after consultation with the Advisory Committee members.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
SEP 2018	1		SEP 2018
Sep 2020	2	Update	Sep 2020