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**STREETS AND MACHINERY ADVISORY COMMITTEE ROADS, STREETS AND  
PLANT ADVISORY COMMITTEE**

**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 and the Winton Shire Council from sustainable Capital Works, Routine Maintenance and Plant Purchases considering the following five aspects:

- a) Budgetary constraints
- b) Monitor budget issues
- c) Level of service for delivery
- d) Road construction and maintenance best practices
- e) Plant procurement and maintenance best practices
- f) Education

**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<sup>2</sup> 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 the Mayor.

Voting Members of the Advisory Committee will comprise of:

Mayor  
Portfolio Councillor 1  
Portfolio Councillor 2

Additional Members will comprise of:

Chief Executive Officer  
Director of Works  
Works Manager  
Workshop Manager  
Parks and Gardens Manager  
Asset Manager

#### 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 Committees control that are critical to its success.
- Fostering collaboration;
- Monitoring Budgetary Issues; pertaining to the Portfolio
- Considering and Reporting on the level of service for delivery
- Consideration of Road construction and maintenance best practices
- Consideration of Plant procurement and maintenance best practices
- Providing Education on Portfolio matters for Advisory Committee Members and relevant Staff;
- Removing obstacles to the Advisory Committees 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, and if necessary nominate a proxy;
- Wholeheartedly champion the partnership within and outside of work areas;
- Share all communications and information across all members;
- Make timely decisions 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:

- All meetings will be chaired by the Mayor or delegated Councillor;
- 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, the 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 Shire Council Depot MeetingNeighbourhood Centre BoardTraining Room
  - If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.
  - 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.

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

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by with the Advisory Committee voting members and Council.

<b>RECORD OF AMENDMENTS and ADOPTIONS</b>			
<b>DATE</b>	<b>REVISION NO</b>	<b>REASON FOR AMENDMENT</b>	<b>ADOPTED BY COUNCIL</b>
SEP 2020	Version 2	Update	September 2020