
DROUGHT RELIEF ADVISORY COMMITTEE**TERMS OF REFERENCE**

1. Role/Purpose:

To provide advice to Winton Shire Council to ensure the Council is well informed of issues affecting the Winton Shire in relation to the drought relief activities.

2. Term:

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

3. Membership:

Membership of the Committee is on accordance with Council resolution. All Councillors and the Mayor will be appointed to the Committee for the term of the Council.

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, or another Councillor.

Voting Members of the Advisory Committee will comprise:

- Mayor
- Councillors
- Local Businesses Member 1
- Local Businesses Member 2
- Local Businesses Member 3
- Rural Community Member 1
- Rural Community Member 2
- Rural Community Member 3

Additional Non-Voting Members will comprise of: -

- Chief Executive Officer
- Director of Community and Economic Development
- Director of Works
- Family Support Officer
- WSC Rural Land Manager
- WSC Minute Secretary

3.2 Term of Membership

Local Business Members and Rural Community Members will be renewed every 2 years. After 2 absences, the Chairperson will write to the member asking why they should keep their role 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 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 control that are critical to its success;
- Provide relevant drought support information to farmers and rural businesses;
- Identify opportunities for rural families to maintain connectedness;
- Holding donations and distributions.

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 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:

- 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:
 - When necessary.
 - 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:

This Terms of Reference may be amended after consultation and agreement with the Advisory Committee voting members and Council.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
SEP 2018	1		SEP 2018
OCT 2020	2	Council Decision	OCT 2020