



Advisory Committee

TERMS OF REFERENCE

Preamble

Winton Shire Council reviews its requirements for Advisory Committees from time to time to ensure the public have an opportunity to contribute to the strategic direction taken. During the recent review, a number of changes have been made.

The Wild Dog Management Advisory Committee is now changing to a Working Group. This will give better access to decision makers and operational management to provide quicker response times and improved operational alignment between Council and this working group.

The current Chair of the previous Wild Dog Management Advisory Committee will also have an ex-officio position on the newly formed Rural Lands and Agriculture Advisory Committee. This broadens the strategic boundaries of this Advisory Committee to encompass not just rural land use but also rural land development and management, agricultural practices, drought, and climate management as well as strategic advice on pest management.

The Showground Users Advisory Committee is changing to the Community Facilities Users Advisory Committee to provide the opportunity for all users of Council owned facilities, not just those who use the Showgrounds. This enables Council to get an improved view of future use and development of publicly available facilities, and now encompasses events to maximise the outcomes and community benefits these provide.

The Shire Beautification and Cemetery Advisory Committee has been incorporated into the Tourism and Beautification Advisory Committee as the presentation of the Shire and Cemetery are intrinsically linked to the visitation to the Winton Shire by tourists and their experience within Winton. This committee has also been broadened to encompass innovation, marketing, and product development.

The Audit Committee has been renamed the Audit, Risk, and Improvement Advisory Committee to encompass risk and to provide an opportunity to make improvements in processes around legal and regulatory compliance.

The Regional Arts Development Fund (RADF) Advisory Committee is now changing to an Assessment Panel. This better reflects the actual purpose of this group to consider, assess and make recommendations regarding applications for, and acquittal of, funding provided through the Winton Shire Council Regional Arts Development Fund provided by Arts Queensland.

Purpose

The purpose of this Winton Shire Council Terms of Reference is to inform the composition and focus of Advisory Committees required by Council to assist in delivering on the Corporate and Operational Plans and to meet the objectives of Council.

Scope

This document applies to Advisory Committees of Council and does not apply to standing committees. This document provides details about each committee as approved by Council.

Definitions

Term	What it means / refers to
Advisory Committee	A collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of a formal board to more effectively guide the organisation through strategic recommendations.
Chief Executive Officer (CEO)	The person appointed by Council to administer Council operations with duties including providing general leadership and strategic guidance and helping to expand operations and ensure long-term success.
Community Group	A community group is a group that is invited to join the Advisory Committee.
Community Group member	A representative of a community group that has been nominated by the community group to attend the Advisory Committee. The representative has full voting rights.
Community member	A member of the community who is invited to join the Advisory Committee for a term of two years. A member has full voting rights.
Non-member	A non-member includes Councillors and employees of Winton Shire Council who may be ex-officio members. Non-members have no voting rights however have the right to be heard.
Visitors	Visitors are those who are invited to attend a specific meeting to make a presentation, provide advice, or obtain feedback around particular topics of interest of the Advisory Committee. They have no voting rights.
Voting rights	A person who is able to have their vote counted towards making a decision by the committee to make a recommendation to Council, without discrimination.

Terms of Reference statement

This Terms of Reference document provides additional information for members of Advisory Committees to understand the focus of each committee, including membership and voting rights.

Advisory Committees

<p>Audit, Risk, and Improvement</p> <p>To assist Council carry out its functions relating to safeguarding assets, the operation of risk management and control process, and the preparation of financial statements in compliance with legislation and regulations, and the oversight of external and internal audit, provide advice and recommendations in relation to</p> <ul style="list-style-type: none"> • Financial reporting • Risk management • Internal and External audit • Legal and regulatory compliance 	<p>Voting members:</p> <ul style="list-style-type: none"> • A Chairperson • Three community representatives <p>Non-voting members</p> <ul style="list-style-type: none"> • Chief Executive Officer • Deputy Chair (Councillor) • Mayor • The Accountant of Winton Shire Council
<p>Community Facilities Users</p> <p>To provide advice and recommendations to Winton Shire Council to maximise the benefits to the community by supporting and enhancing agricultural and sporting activities by:</p> <ul style="list-style-type: none"> • Contributing to the Strategic Development of Master Plans for Winton Shire Council facilities, • Contributing to the continual improvement of facilities available to the public for all users • Maximising the outcomes from, and community engagement, with events • Provide advice and recommendations regarding future use and development of public facilities. 	<p>Voting members:</p> <ul style="list-style-type: none"> • Two community members <p>One member each from:</p> <ul style="list-style-type: none"> • North Gregory Turf Club • Diamantina Rodeo & Campdraft Assoc • Winton P & A Show Society • Winton Pony and Hack Club • Winton Camel Races • Winton Health Action Team • Local Junior Rugby League club • Local Senior Rugby League club • Pelican Swimming Club • Tennis Club <p>Non-voting members:</p> <ul style="list-style-type: none"> • A Chairperson (Councillor) • Deputy Chair (Councillor) • Mayor • WSC Chief Executive Officer • Caretakers of Winton Shire Council facilities if invited

<p>Rural Lands and Agriculture</p> <p>Leveraging the knowledge from those on rural lands, to best manage land use and practices to inform development, future land use requirements, environmental practices, and pest management.</p> <p>Provide advice and recommendations in relation to</p> <ul style="list-style-type: none"> • Facilitating and regulating rural land use and development. • Changing agricultural practices and environmental management. • Local knowledge and expertise around land management. • Provide technical expertise and recommendations in relation to pest management. • Assessment and consultation regarding pest management on rural lands. • Drought and climate resilience. • Commons, Stock Routes, and Saleyards. 	<p>Voting members:</p> <ul style="list-style-type: none"> • Four rural representatives • Two members of the public • Four representatives from rural local businesses and agents. • One Wild Dog Working Group representative. <p>Non-voting members:</p> <ul style="list-style-type: none"> • Queensland National Parks & Wildlife Service Ranger • A Chairperson (Councillor) • Deputy Chair (Councillor) • Mayor • WSC Chief Executive Officer
<p>Tourism and Beautification</p> <p>To provide advice and recommendations to Winton Shire Council to maximise the benefits to the community of Winton from sustainable tourism opportunities considering the following aspects:</p> <ul style="list-style-type: none"> • Product development of saleable products. • Marketing of Winton as a destination. • Contributing to the continual improvement of facilities available to the public for all users. • Town and Shire presentation. • Innovation to continue to enhance the resident, tourist, and business offering. 	<p>Voting members:</p> <ul style="list-style-type: none"> • Two community members • One Corfield community group member. <p>A representative from each of the following organisations:</p> <ul style="list-style-type: none"> • Queensland Boulder Opal Assoc. • Outback Festival Committee • Corfield & Fitzmaurice Assoc. • Australian Age of Dinosaurs • Winton Business & Tourism Assoc. • Winton Movies Inc. • Winton Heritage Truck & Machinery Museum • Winton Historical Society • Writers' Festival <p>Non-voting members:</p> <ul style="list-style-type: none"> • A Chairperson (councillor) • Deputy Chair (councillor) • Mayor • WSC Chief Executive Officer

Work Camp Correctional Facility Advisory Committee

- Represent the activities and interests of the local community in which the Queensland Corrective Services low security correctional facility is located.
- Assist Corrective Services personnel in ensuring a balance of custodial and community activities for participants in Work Camp.
- Facilitate the completion of Queensland Corrective Services documentation required to enable delivery of community activities.

Voting members:

- A Chairperson (councillor)
- Deputy Chair (councillor)
- Mayor
- Work Camp Field Supervisor
- Four community representatives

Non-voting members:

- WSC Chief Executive Officer

Note that this Advisory Committee is a requirement for the continued availability of a Work Camp in Winton Shire for the provision of services to Council, community organisations and individuals.

Communication

This document will be provided to each new committee member at commencement of their tenure with the committee.

Related Council documentation

WSC-GOV-POL-008 Advisory Committee Policy

Review of Procedure

This document will be reviewed every two years or when Council changes the configuration of Advisory Committees.

Record of amendments and adoptions

Date	Revision No	Reason for amendment	Date adopted by Council
October 2023	Version 1.0	Initial version	13 October 2023
February 2024	Version 2.0	Minor change	15 February 2024