



Advisory Committee

TERMS OF REFERENCE

Policy Version 3.0

Category: Administrative

Adopted: January 2025



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.

Purpose

The purpose of this Winton Shire Council Terms of Reference is to inform the composition, focus and purpose of Advisory Committees and Panels 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 under section 194 of the <i>Local Government Act 2009</i> 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 purpose and focus of each committee, including membership



and voting rights.

Advisory Committees

Community Facilities Users 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: • 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.	Voting members: • Two community members One member each from: Winton Showgrounds • North Gregory Turf Club • Diamantina Rodeo & Campdraft Assoc • Winton P & A Show Society • Winton Pony and Hack Club • Winton Camel Races Eric Lenton Memorial Recreation Grounds • Winton Health Action Team • Local Junior Rugby League club • Local Senior Rugby League club • Tennis Club Other Winton Clubs • Pelican Swimming Club • Winton Community Garden • Winton Men's Shed Non-voting members: • A Chairperson (Councillor) • Deputy Chair (Councillor) • Mayor • WSC Chief Executive Officer • Director of Works • Caretakers / Managers of Winton Shire Council facilities Secretariat EA to Director of Works
Audit, Risk, and Improvement 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 • Financial reporting • Risk management • Internal and External audit	Voting members: • A Chairperson (Councillor) • Mayor • Three community representatives Non-voting members • Chief Executive Officer • Deputy Chair (Councillor) • The Accountant of Winton Shire Council • The internal auditor of Winton Shire Council • The external auditor of Winton Shire



Legal and regulatory compliance	Council - Winton Shire Council Finance Manager - Office of the Independent Auditor representative Secretariat Finance team member
<i>Winton Shire Council is not legislatively required to have an Audit Committee (s105 of the Local Government Act 2009) as it is not considered a "large local government" but is required to meet the requirements of Part 11, Subdivision 1, Internal auditing and reporting of the Local Government Regulation 2012. In relation to composition and meetings.</i> Community representatives are required to sign a Non-Disclosure agreement.	
Wild Dog and Pest Management Advisory Committee Leveraging the knowledge from those on rural lands, to best manage the control of pests, including feral animals and environmental pests. Provide advice and recommendations in relation to - Provide technical expertise and recommendations in relation to pest management. - Assessment and consultation regarding pest management on rural lands. - Budget suggestions that are primarily aimed at controlling wild dog numbers within the Winton Shire, - Propositions for the effective and efficient management and organisational support for wild dog baiting campaigns,	Voting members: - Five representatives made up of one representative from each of the five divisions. - Two members of the public Non-voting members: - Queensland National Parks & Wildlife Service Ranger - A Chairperson (Councillor) - Deputy Chair (Councillor) - Mayor - WSC Chief Executive Officer - Rural Services Manager - Biosecurity Officer - Director of Works Secretariat EA to Director of Works
Rural Lands and Agriculture 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. Provide advice and recommendations in relation to - 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	Voting members: - Four rural representatives - Two members of the public - Four representatives from rural local businesses and agents. - One Wild Dog and Pest Management Advisory Committee representative. Non-voting members: - Queensland National Parks & Wildlife Service Ranger - A Chairperson (Councillor) - Deputy Chair (Councillor) - Mayor



management. - Assessment and consultation regarding pest management on rural lands. - Drought and climate resilience. - Commons, Stock Routes, and Saleyards.	- WSC Chief Executive Officer - Rural Services Manager - Director of Works - Saleyards Contractor Secretariat EA to Director of Works
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 - Executive Manager Community Services Secretariat EA to Executive Manager Community Services
Note that the Work Camp Correctional Facility 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.	
Shire Beautification and Cemetery Advisory Committee To provide advice and recommendations to Winton Shire Council to maximise the presentation of the Shire of Winton to enhance liveability and visitor experience of the shire. Presentation and provision of visitor information for the Winton Cemetery and other cemeteries across Winton Shire.	Voting members - Four community members Non-voting members: - A Chairperson (councillor) - Deputy Chair (councillor) - Mayor - WSC Chief Executive Officer - Manager Economic Development - Director of Works - Parks & Facilities Supervisor Secretariat EA to Director of Works
Tourism and Economic Development 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: Product development of saleable products.	Voting members: - Two community members - One Corfield community group member. A representative from each of the following organisations: - Queensland Boulder Opal Assoc. - Outback Festival Committee



• Marketing of Winton as a destination. • Contributing to the continual improvement of facilities available to the public for all users. • Innovation to continue to enhance the resident, tourist, and business offering.	• Corfield & Fitzmaurice Assoc. • Australian Age of Dinosaurs • Winton Business & Tourism Assoc. • Winton Movies Inc. • Winton Heritage Truck & Machinery Museum • Winton Historical Society • Writers' Festival Non-voting members: • A Chairperson (Councillor) • Deputy Chair (Councillor) • Mayor • WSC Chief Executive Officer • Waltzing Matilda Centre Coordinator / Manager • Manager Economic Development Secretariat Tourism Services Coordinator
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Assessment Panels

Regional Arts Development Fund (RADF) Assessment Panel To manage the end to end process in relation to the timing of funding rounds, the assessment of applications, scrutiny of outcomes and acquittals for funded activities.	Voting members: • A Chairperson (councillor) • Deputy Chair (councillor) • Mayor • Four community representatives Non-voting members: • WSC Chief Executive Officer • RADF Liaison Officer • Executive Manager Community Services Secretariat EA to Executive Manager Community Services
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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 three years or when Council changes the



configuration of Advisory Committees.

Record of amendments and adoptions

Date	Version	Reason for amendment	Date adopted by Council
October 2023	1.0	Initial version	13 October 2023
February 2024	2.0	Minor change	15 February 2024
January 2025	3.0	Review of Committees	