



# COMMITTEE BOOK

VOLUME 7  
NOVEMBER 2023 TO OCTOBER 2025

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**1. DOCUMENT LOG**

<b>Committee / other</b>	<b>Update details</b>	<b>Date approved by Council/Committee</b>
Volume 7	Appointments to Council Committees and External Committees, Boards and Groups approved by Council	28 November 2023
City of Greater Geraldton Audit Committee	Updated Terms of Reference	12 December 2023
Council Policy 4.4 - Operation of Advisory Committees	Version 4 endorsed by Council – Page 62	30 January 2024
Crime prevention Committee	Terms of Reference Updated	20 February 2024
Geraldton Regional Art Advisory Committee	Terms of Reference Updated	27 February 2024
Queen Elizabeth II Seniors and Community Centre Advisory Committee	Terms of Reference Updated	5 March 2024
Heritage Advisory Committee	Terms of Reference Updated	11 March 2024

## 2. QUICK REFERENCE BY COMMITTEE

### **Committee Type:**

C – Committee appointed by the Council

E – External Group or Board of Management (Not a Committee of Council)

W – Committee Appointed by the WA Local Government Association

Name	Type	Council Members Appointed	Contact
<b>Council Committees</b>			
CEO Performance Review Committee	C	Mayor J Clune Deputy Mayor Cr N Colliver Cr P Fiorenza Cr M Librizzi Cr S Cooper	Director Corporate Services
City of Greater Geraldton Audit Committee	C	Mayor J Clune Deputy Mayor Cr N Colliver Cr J Denton Cr M Librizzi <i>Deputy Committee Member</i> Cr S Cooper	Director Corporate Services
Greenough Bush Fire Advisory Committee	C	Mayor J Clune Cr K Parker Cr A Horsman	Director Development Services
Mullewa Bush Fire Advisory Committee	C	Mayor J Clune Cr M Librizzi Cr A Horsman	Director Development Services
Greater Geraldton Crime Prevention Committee	C	Deputy Mayor Cr N Colliver Cr A Horsman Cr J Critch	Director Community and Culture
Greater Geraldton Community Grants Committee	C	Cr V Tanti Cr M Librizzi Cr S Keemink Cr J Critch Cr S Cooper	Director Corporate Services
Geraldton Regional Art Advisory Committee	C	Cr J Denton Cr S Keemink Cr K Parker Cr S Cooper	Director Community and Culture
Queen Elizabeth II Seniors and Community Centre Advisory Committee	C	Deputy Mayor Cr N Colliver Cr J Denton Cr S Cooper Cr J Critch	Director Community and Culture
Heritage Advisory Committee	C	Mayor J Clune Deputy Mayor Cr N Colliver Cr S Keemink Cr K Parker	Director Community and Culture
Behaviour Complaints Committee *Delegation*	C	Mayor J Clune Deputy Mayor Cr N Colliver Cr J Denton	Chief Executive Officer

Name	Type	Council Members Appointed	Contact
		Cr J Critch Cr V Tanti <i>Deputy Committee Members</i> Cr P Fiorenza Cr S Cooper	
<b>External Committees</b>			
Regional Capitals Alliance WA	E	Mayor J Clune	Chief Executive Officer
Batavia Local Emergency Management Committee	E	Mayor J Clune Proxy: Cr M Librizzi	Director Infrastructure Services
Mid West Regional Road Group	E	Cr J Critch Proxy: Mayor J Clune	Director Infrastructure Services
Regional Joint Development Assessment Panel	E	Mayor J Clune Deputy Mayor Cr N Colliver <i>Alternatives:</i> Cr S Keemink Cr M Librizzi	Director Development Services
Regional Capitals Australia	E	Mayor J Clune	Chief Executive Officer
Mullewa Community Trust Committee	E	Cr J Critch Proxy: Deputy Mayor Cr N Colliver	Director Community and Culture
Mid West Development Commission Board	E	Mayor J Clune	Chief Executive Officer
Northern Country Zone	W	Mayor J Clune Proxy: Cr J Critch	Chief Executive Officer
WALGA Municipal Waste Advisory Council	W	Deputy Mayor Cr N Colliver Proxy: Mayor J Clune	Director Infrastructure Services

### 3. QUICK REFERENCE BY COUNCIL MEMBER

#### 3.1 Mayor Jerry Clune

*Term expires October 2027*

Click here to return to the [Quick Reference by Committee](#)

#### *Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. CEO Performance Review Committee	28 November 2023
2. City of Greater Geraldton Audit Committee	28 November 2023
3. Greenough Bushfire Advisory Committee	28 November 2023
4. Mullewa Bushfire Advisory Committee	28 November 2023
5. Heritage Advisory Committee	28 November 2023
6. Behaviour Complaints Committee	28 November 2023
<b>External Committees</b>	
7. Sailors, Soldiers & Airmen Memorial Trust Mayor is Chairman / City is Administrator of funds <i>Council endorsement not applicable</i>	24 October 2023
8. Regional Capitals Alliance WA (RCAWA)	28 November 2023
9. Batavia Local Emergency Management Committee	28 November 2023
10. Mid West Regional Road Group (Proxy)	28 November 2023
11. Regional Joint Development Assessment Panel	31 October 2023
12. Regional Capitals Australia (RCA) <i>WA Regional Representative on National Regional Capitals Australia Board – 21 November 2023</i>	28 November 2023
13. Mid West Development Commission Board	5 October 2022
14. Northern Country Zone of WALGA	31 October 2023
15. WALGA Municipal Waste Advisory Council (Proxy)	28 November 2023

### 3.2 Deputy Mayor Cr Natasha Colliver

Term expires October 2025

Click here to return to the [Quick Reference by Committee](#)

#### Current Membership

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. CEO Performance Review Committee	28 November 2023
2. City of Greater Geraldton Audit Committee	28 November 2023
3. Greater Geraldton Crime Prevention Committee	28 November 2023
4. Queen Elizabeth II Seniors and Community Centre Committee	28 November 2023
5. Heritage Advisory Committee	28 November 2023
6. Behaviour Complaints Committee	28 November 2023
<b>External Committees</b>	
7. Regional Joint Development Assessment Panel	31 October 2023
8. Mullewa Community Trust (Proxy)	28 November 2023
9. WALGA Municipal Waste Advisory Council	28 November 2023

**3.3 Cr Steve Cooper***Term expires October 2025*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. CEO Performance Review Committee	28 November 2023
2. City of Greater Geraldton Audit Committee	28 November 2023
3. Greater Geraldton Community Grants Committee	28 November 2023
4. Geraldton Regional Art Advisory Committee	28 November 2023
5. Queen Elizabeth II Seniors and Community Centre Advisory Committee	28 November 2023
6. Behaviour Complaints Committee [Deputy Committee Member]	28 November 2023
<b>External Committees</b>	
Nil.	

**3.4 Cr Jennifer Critch***Term expires October 2025*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. Greater Geraldton Crime Prevention Committee	28 November 2023
2. Greater Geraldton Community Grants Committee	28 November 2023
3. Queen Elizabeth II Seniors and Community Centre Advisory Committee	28 November 2023
4. Behaviour Complaints Committee	28 November 2023
<b>External Committees</b>	
5. Mid West Regional Road Group	28 November 2023
6. Northern Country Zone of WALGA [Deputy Delegate]	31 October 2023
7. Mullewa Community Trust Committee	28 November 2023

**3.5 Cr Jenna Denton***Term expires October 2027*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. City of Greater Geraldton Audit Committee	28 November 2023
2. Geraldton Regional Art Advisory Committee	28 November 2023
3. Queen Elizabeth II Seniors and Community Centre Advisory Committee	28 November 2023
4. Behaviour Complaints Committee	28 November 2023
<b>External Committees</b>	
Nil.	

**3.6 Cr Peter Fiorenza***Term expires October 2027*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. CEO Performance Review Committee	28 November 2023
2. Behaviour Complaints Committee [Deputy Committee Member]	28 November 2023
<b>External Committees</b>	
Nil.	

**3.7 Cr Aaron Horsman***Term expires October 2025*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. Greenough Bushfire Advisory Committee	28 November 2023
2. Mullewa Bushfire Advisory Committee	28 November 2023
3. Greater Geraldton Crime Prevention Committee	28 November 2023
<b>External Committees</b>	
Nil.	

**3.8 Cr Simon Keemink***Term expires October 2027*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. Greater Geraldton Community Grants Committee	28 November 2023
2. Geraldton Regional Art Advisory Committee	28 November 2023
3. Heritage Advisory Committee	28 November 2023
<b>External Committees</b>	
4. Regional Joint Development Assessment Panel [Alternate Member]	31 October 2023

**3.9 Cr Michael Librizzi***Term expires October 2025*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. Heritage Advisory Committee	28 November 2023
2. City of Greater Geraldton Audit Committee	28 November 2023
3. Mullewa Bushfire Advisory Committee	28 November 2023
4. Greater Geraldton Community Grants Committee	28 November 2023
<b>External Committees</b>	
5. Regional Joint Development Assessment Panel [Alternate Member]	31 October 2023
6. Batavia Regional Emergency Management Committee [Proxy]	28 November 2023

**3.10 Cr Kim (Butch) Parker***Term expires October 2027*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b><i>Council Committees</i></b>	
1. Greenough Bushfire Advisory Committee	28 November 2023
2. Geraldton Regional Art Advisory Committee	28 November 2023
3. Heritage Advisory Committee	28 November 2023
<b><i>External Committees</i></b>	
Nil.	

**3.11 Cr Victor Tanti***Term expires October 2025*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<b>Council Committees</b>	
1. Greater Geraldton Community Grants Committee	28 November 2023
2. Behaviour Complaints Committee	28 November 2023
<b>External Committees</b>	
Nil.	

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## 4. COUNCIL COMMITTEES

### 6.1 CEO Performance Review Committee

Click here to return to the [Quick Reference by Committee](#)

#### **Purpose:**

The Council has a responsibility under the *Local Government Act 1995* (5.38-5.39) to review the CEO performance at least once annually plus set performance criteria so the CEO is clear on the expectations of Council.

Committee Members:
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All members appointed by a Council Decision have full voting rights.

#### **Council Members (five)**

1. Mayor J Clune
2. Deputy Mayor Cr N Colliver
3. Cr P Fiorenza
4. Cr M Librizzi
5. Cr S Cooper

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

City of Geraldton - support staff
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Director Corporate Services or delegate.

Council Resolution:
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Date: 28 November 2023  
Item Number: CEO110

Term of Office:
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Membership expires 18 October 2025 or as determined by Council

Terms of Reference
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SET the Terms of Reference of the CEO Performance Review Committee to be:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
  - b. appoint five Council Members to this Committee;
  - c. appoint an independent facilitator to assist the Committee and Council to undertake the ongoing performance review of the Chief Executive Officer;
  - d. develop annual performance indicators and measures for the Chief Executive Officer;
  - e. undertake six monthly and annual performance reviews of the Chief Executive Officer;
-

- f. undertake consultation of Council as a whole and individual Councillors in addressing points b and c above; and
- g. report findings and recommendations to Council for consideration.

Delegation:

Council delegations as Nil

Meeting Details (if known)

As required.

## 6.2 City of Greater Geraldton Audit Committee

Click here to return to the [Quick Reference by Committee](#)

### Purpose:

In accordance with the *Local Government Act 1995* (the Act) –  
*s.7.1A, A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it*

An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The functions of the Audit Committee are set out in regulation 16 of the Local Government (Audit) Regulations 1996.

### Committee Members:

All members shall have full voting rights.

### Council Members (four and one deputy)

1. Mayor J Clune, Presiding Member
2. Deputy Mayor Cr N Colliver, Deputy Presiding Member
3. Cr J Denton
4. Cr M Librizzi

### Deputy Committee Member

1. Cr S Cooper

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

### City of Geraldton - support staff

Director Corporate Services or delegate.

### Council Resolution:

Date: 28 November 2023  
 Item Number: CEO110

### Term of Office:

Membership expires 18 October 2025 or as determined by Council

### Terms of Reference

SET the Terms of Reference of the Audit Committee to be as per below. *[Internal Reference D-23-170104]*

# City of Greater Geraldton Audit Committee

## Terms of Reference

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# 1 Objectives of Audit Committees

The primary objective of the Audit Committee is to assist the council in fulfilling their oversight responsibilities in relation to systems of risk management and internal control, processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting and external and internal audit. The audit committee is not responsible for the management of these functions.

## 2 Powers of the Audit Committee

### 2.1 Provide advice and recommendations

The Audit Committee is to report to council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

### 2.2 Advisory body

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

## 3 Membership

### 3.1 Elected members

The committee will consist of four committee members (council members) and a deputy committee member. All members shall have full voting rights.

### 3.2 Presiding member

The positions of presiding member and deputy presiding member shall be appointed by a vote of the committee following a call for nominations for the positions.

### 3.3 Role of Members

Members of the audit committee are expected to:

- Understand the legal and regulatory obligations of the Council;
- Understand the governance arrangements that support achievement of the City's strategies and objectives
- Exercise due care, diligence and skill when performing their duties
- Adhere to the code of conduct
- Help to set the right tone in the entity by demonstrating behaviours which reflect the organisations desired culture
- Be aware of contemporary and relevant issues impacting the sector
- Only use information provided to the audit committee to carry out their responsibilities
- Complete the Audit Committee member induction (Annexure 1)

### 3.4 Role of CEO and employees – not members

The CEO and employees are not members of the committee. The CEO or a nominee of the CEO is to be available to attend meetings to provide advice and guidance to the committee.

Secretarial and administrative support will be provided to the committee via the City's administration.

## 4 Meetings

The committee shall meet up to four times annually. Additional meetings shall be convened at the discretion of the presiding person.

### 4.1 Quorum

The quorum for a committee meeting is in accordance with section 5.19 of the *Local Government Act 1995*, at least 50% of the number of offices (whether vacant or not) of member of the committee.

However if a council member is not present at any time during a meeting of the committee, of which the council member is a member, the office held by the council member must be disregarded for the purpose of determining the quorum for the meeting at that time, if the meeting is held during a period for which the council member is entitled to parental leave under section 2.25(5B).

The quorum for the meeting cannot be less than 2.

## 5 Reporting

### 5.1 Reports and Recommendations

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the council.

### 5.2 Annual reporting

The committee shall provide an annual report to the council summarising its activities during the previous financial year.

## 6 Functions of the Audit Committee

### 6.1 Functions under the Act and matters related to financial management

Guide and assist the Local Government in carrying out its functions under part 6 of the Act, and its functions relating to other audits and other matters related to financial management;

To guide and assist the local government in carrying out the local government's functions in relation to audits conducted under part 7 of the Act:

- 6.1.1 Meet with the auditor at least once in each year on behalf of council, in accordance with s.7.12A (2) of the Local Government Act 1995, and provide a report to council on the matters discussed and outcome of those discussions;
- 6.1.2 Liaise with the CEO to ensure that the local government does everything in its power to –
  - support the auditor of the local government to conduct an audit and carry out the auditors other duties in respect of the local government; and
  - ensure that audits are conducted successfully and expeditiously;

- 6.1.3 Oversee the implementation of any action that the local government is:
- required to take by section 7.12A(3); and
  - has stated it has taken or intends to take in a report prepared under section 7.12A(4); and
  - has accepted should be taken, following receipt of a report of a review conducted under *Local Government (Audit) Regulations 1996*, regulation 17(1); and
  - has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- 6.1.4 Review the level of resources allocated to internal audit and the scope of its authority;
- 6.1.5 Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which council and management reacts to matters raised;
- 6.1.6 Review the local government's draft annual financial report, focusing on –
- accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with Australian Accounting Standards and other reporting requirements; and
  - significant variances from prior years;
- 6.1.7 Consider and recommend adoption of the annual financial report to council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- 6.1.8 Address issues brought to the attention of the committee, including responding to requests from council for advice that are within the parameters of the committee's terms of reference;
- 6.1.9 Review the annual Compliance Audit Return and report to the council the results of that review;
- 6.1.10 Review a report given to it by the CEO under *Local Government (Audit) Regulations 1996*, regulation 17(3), of the appropriateness and effectiveness of the local government's systems and procedures in relation to:
- risk management;
  - internal control ; and
  - legislative compliance;
- and report to the council the results of that review, and give a copy of the CEO's report to the council;
- 6.1.11 Monitor and advise the CEO, when the CEO is carrying out functions in relation to a review under -
- the *Local Government (Audit) Regulations 1996* - 17(1); and
  - the *Local Government (Financial Management) Regulations 1996* 5(2)(c)
- 6.1.12 Perform any other function conferred on the audit committee by the regulations or another written law.

## 7 Internal Audit

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a

systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The audit committee is responsible for guiding and overseeing the activities, resources and structure of the internal audit function. The audit committee’s responsibilities include, but are not limited to:

- Assessing the internal audit plan to ensure that it covers material business risks that may threaten the achievement of strategic objectives;
- Reviewing and recommending the approval of the internal audit plan and work program;
- Reviewing the quality and timeliness of internal audit reports;
- Considering the implications of internal audit findings on the business, its risks and controls;
- Monitoring management’s implementation of internal audit recommendations; and
- Monitoring the progress of the internal audit plan and work program.

The internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

## 8 Annexure 1 – Audit Committee Member Induction Checklist

Activity	Completed
<b>Authority, composition and meetings</b>	
Read and understand the Audit Committee Terms of Reference	
Read the Audit Committee minutes for the last year	
<b>External reporting</b>	
Read the prior year financial report	
Read and understand the City’s legislative compliance requirements, as reported in the Compliance Audit Return	
<b>External Audit</b>	
Meet with the external auditor’s audit team at the entrance meeting	
Read and understand the external auditor’s findings and recommendations, and management’s response for the last year; including any OAG performance audits	
<b>Internal Audits</b>	
Review the City’s internal audit plan	
Read and understand the City’s Audit Action list	
<b>System of internal control and risk management</b>	
Read and understand the City’s risk management framework, including the risk management policy and risk appetite and tolerance statements	
<b>Compliance and Ethics</b>	
Read and understand the processes for managing complaints and public interest disclosures	
<b>Fraud</b>	
Read and understand the City’s Fraud and Corruption Control Plan and Policy	
Review the most recent audit under the Fraud and Corruption Control Plan	
<b>Related Party Transactions</b>	
Read and understand the Related Party Transaction Policy	
<b>Governance Framework</b>	

Read and understand the organisational structure	
Read and understand the City's delegation register	

*Further information may be found in the Induction Manual for Council Members 2023*

**Delegation:**

In accordance with Section 7.1 (b) of the Local Government Act 1995.

**Meeting Details (if known)**

The Committee shall meet up to four times annually. Additional meetings shall be convened at the discretion of the presiding person.

*Terms of Reference updated by Committee: 12 December 2023*

### 6.3 **Greenough Bush Fire Advisory Committee**

Click here to return to the [Quick Reference by Committee](#)

#### **Purpose:**

The City of Greater Geraldton Bush Fire Advisory Committees are formally appointed Committees of Council established under section 5.8 of the *Local Government Act 1995*, and are responsible to that body.

The City of Greater Geraldton Bush Fire Advisory Committees provide advice regarding:

- Matters relating to the preventing, controlling and extinguishing of bush fires;
- Planning layout of fire breaks in the district;
- Prosecutions for breaches of the *Bush Fires Act 1954*;
- The formation of Brigades; and
- Coordination and cooperation between Brigades and Agents.

<b>Committee Members:</b>
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All members appointed by a Council Decision have full voting rights.

#### **Council Members (three)**

1. Mayor J Clune
2. Cr K Parker
3. Cr A Horsman

#### **Other Persons/External Members (two)**

1. Cape Burney Bushfire Brigade Captain (or representative);
2. Fire Control Officer (or representative)

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

The Chairperson of the Committee, and Proxy Chairperson of the Committee, will be an elected member of Council, appointed by Committee resolution. The positions will be determined by the elected members assigned to the committee.

The roles of a Chair are prescribed in Council Policy 4.4 Operation of Advisory Committees.

<b>Other Attendees – Invitation Only (non-voting):</b>
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*External Members – Representatives from the following groups/agencies:*

- 1 x Chief Bush Fire Control Officer
- 1 x Bush Fire Control Officer; and
- 1 x Brigade Captain, or an office bearer of the Brigade nominated by the Captain,  
for each of the brigade areas listed below:
  - a. Cape Burney Bush Fire Brigade;
  - b. Eradu Bush Fire Brigade;
  - c. Moonyoonooka Bush Fire Brigade;

- d. Waggrakine Bush Fire Brigade;
- e. Walkaway Bush Fire Brigade.
- 1 x Department of Fire and Emergency Services Coastal District Officer
- 1 x Department of Parks and Wildlife
- 1 x Geraldton Volunteer Fire and Rescue Service (or representative)
- 1 x Deputy Chief Bush Fire Control Officer

## Meeting procedures

### **Quorum**

The quorum for a committee meeting is in accordance with section 5.19 of the *Local Government Act 1995*, at least 50% of the number of offices (whether vacant or not) member of the committee.

### **Other Attendees**

Meeting attendance is by invitation only unless deemed otherwise by the CEO, relevant Director and/or Chair.

Invitations can be extended to internal City representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Committee.

### **Conduct**

All committee members are subject to the same rules concerning confidentiality, public statements and conflicts of interest as member of Council pursuant to Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates.

The role of a committee member, including the requirement to disclosure financial (or other) interests under the *Local Government Act 1995*, is detailed in Council Policy 4.4 Operation of Advisory Committees.

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible;
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented;
- Disseminate authorised information with the community in an unbiased manner;
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment;
- Agree not to make any media comment on behalf of the Committee in relation to the work of the group unless approved by Council.

### **Recommendations**

Recommendations listed in the committee's minutes shall be presented to Council in accordance with clause 8.3 of Council Policy 4.4 Operation of Advisory Committees.

### **Decision Making**

Decisions of committees shall be in accordance with section 5.20 of the *Local Government Act 1995*.

Voting shall be in accordance with section 5.21 of the *Local Government Act 1995*.

Each member of a committee (appointed by Council) who is present at a meeting of the committee is entitled to one vote. If votes are equally divided, the Presiding Member is to cast a second vote.

### **Amendments to the Terms of Reference**

The Terms of Reference may be amended, varied or modified by resolution of Committee. Any change to the membership of the committee requires a council decision per the *Local Government Act 1995*.

#### City of Greater Geraldton - support staff

- 1 x Director of Development Services (or Representative)
- 1 x Coordinator Emergency Management
- 1 x Administrative Support Officer

#### Council Resolution:

Date: 28 November 2023  
Item Number: CEO110

#### Term of Office:

Membership expires 18 October 2025 or as determined by Council

#### Terms of Reference / Functions:

Each Bush Fire Advisory Committee will be responsible for the reporting to and making recommendations as required to Council on:

- The financial affairs of the Brigade/s.
- The general management of the affairs of the Brigade/s.
- The planning, setting of standards and works programs for fire prevention within the Local Government area of responsibility.
- Activities of Brigade/s.
- Subject to any direction of the Advisory Committee as a whole:
  - a. Ensuring that the equipment in the possession or control of the Brigade/s in the Local Government area is inspected on a regular basis.
  - b. Making representation and recommendations to Local Government in relation to the fire-fighting equipment that should be reviewed in accordance with the Risk to Resource documentation as submitted to DFES.
  - c. Taking steps to ensure the appropriate distribution of fire equipment amongst brigade/s in the Local Government Area of Responsibility.
  - d. Co-ordinating training within the Brigade/s in the City to ensure they work together efficiently.
  - e. Reviewing and providing input in the preparation and maintenance of an Incident Response Plan for the bushfire district and ensuring that a communication plan is developed and functions across the Local Government area.

- f. Selecting members of the Committee to represent the Local Government area on a regional basis.
- g. Carrying out other functions assigned to the committee by the Council.

Delegation:
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The Bush Fire Advisory Committees do not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committees do not have any management functions and cannot involve themselves in management processes or procedures.

Meeting Details (if known)
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Meetings will be held biannually or as required. Urgent meetings may be called by the Presiding Member or Committee by request to the CEO.

*Updated: TORs Endorsed 24 March 2022*

*TORs Internal Trim Ref: D-22-028772*

*TORs Endorsed by [Committee – 24 March 2022](#)*

#### **6.4 Mullewa Bush Fire Advisory Committee**

Click here to return to the [Quick Reference by Committee](#)  
 Full TORs Internal Trim Ref: D-22-028772

##### **Purpose:**

The City of Greater Geraldton Bush Fire Advisory Committees are formally appointed Committees of Council established under section 5.8 of the *Local Government Act 1995*, and are responsible to that body.

The City of Greater Geraldton Bush Fire Advisory Committees provide advice regarding:

- Matters relating to the preventing, controlling and extinguishing of bush fires;
- Planning layout of fire breaks in the district;
- Prosecutions for breaches of the *Bush Fires Act 1954*;
- The formation of Brigades; and
- Coordination and cooperation between Brigades and Agents.

Committee Members:
--------------------

All members appointed by a Council Decision have full voting rights.

##### **Council Members (three)**

1. Mayor J Clune
2. Cr M Librizzi
3. Cr A Horsman

##### **Other Persons/External Members (two)**

1. Mullewa South Bushfire Brigade Captain (or representative)
2. Deputy Chief Bushfire Control Officer (or representative)

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

The Chairperson of the Committee, and Proxy Chairperson of the Committee, will be an elected member of Council, appointed by Committee resolution. The positions will be determined by the elected members assigned to the committee.

The roles of a Chair are prescribed in Council Policy 4.4 Operation of Advisory Committees.

*Appointments of Chair / Deputy Chair to occur at the first meeting.*

Other Attendees – Invitation Only (non-voting):
---

*External Members – Representatives from the following groups/agencies:*

- 1 x Chief Bush Fire Control Officer
- 1 x Bush Fire Control Officer; and
- 1 x Brigade Captain, or an office bearer of the Brigade nominated by the Captain, for each of the brigade areas listed below:

- a. Casuarinas Bush Fire Brigade;
  - b. Mullewa Central Bush Fire Brigade;
  - c. Mullewa South Bush Fire Brigade;
  - d. Pindar/Tardun Bush Fire Brigade;
  - e. Tenindewa Bush Fire Brigade.
- 1 x Department of Fire and Emergency Services Coastal District Officer
  - 1 x Department of Parks and Wildlife
  - 1 x Mullewa Volunteer Fire and Rescue Service (or representative)
  - 1 x Deputy Chief Bush Fire Control Officer

## Meeting procedures

### **Quorum**

The quorum for a committee meeting is in accordance with section 5.19 of the *Local Government Act 1995*, at least 50% of the number of offices (whether vacant or not) member of the committee.

### **Other Attendees**

Meeting attendance is by invitation only unless deemed otherwise by the CEO, relevant Director and/or Chair.

Invitations can be extended to internal City representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Committee.

### **Conduct**

All committee members are subject to the same rules concerning confidentiality, public statements and conflicts of interest as member of Council pursuant to Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates.

The role of a committee member, including the requirement to disclosure financial (or other) interests under the *Local Government Act 1995*, is detailed in Council Policy 4.4 Operation of Advisory Committees.

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible;
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented;
- Disseminate authorised information with the community in an unbiased manner;
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment;
- Agree not to make any media comment on behalf of the Committee in relation to the work of the group unless approved by Council.

### **Recommendations**

Recommendations listed in the committee's minutes shall be presented to Council in accordance with clause 8.3 of Council Policy 4.4 Operation of Advisory Committees.

### **Decision Making**

Decisions of committees shall be in accordance with section 5.20 of the *Local Government Act 1995*.

Voting shall be in accordance with section 5.21 of the *Local Government Act 1995*.

Each member of a committee (appointed by Council) who is present at a meeting of the committee is entitled to one vote. If votes are equally divided, the Presiding Member is to cast a second vote.

### **Amendments to the Terms of Reference**

The Terms of Reference may be amended, varied or modified by resolution of Committee. Any change to the membership of the committee requires a council decision per the *Local Government Act 1995*.

#### City of Greater Geraldton - support staff

- 1 x Director of Development Services (or Representative)
- 1 x Coordinator Emergency Management
- 1 x Administrative Support Officer

#### Council Resolution:

Date: 28 November 2023  
Item Number: CEO110

#### Term of Office:

Membership expires 18 October 2025 or as determined by Council

#### Terms of Reference / Functions:

Each Bush Fire Advisory Committee will be responsible for the reporting to and making recommendations as required to Council on:

- The financial affairs of the Brigade/s.
- The general management of the affairs of the Brigade/s.
- The planning, setting of standards and works programs for fire prevention within the Local Government area of responsibility.
- Activities of Brigade/s.
- Subject to any direction of the Advisory Committee as a whole:
  - a. Ensuring that the equipment in the possession or control of the Brigade/s in the Local Government area is inspected on a regular basis.
  - b. Making representation and recommendations to Local Government in relation to the fire-fighting equipment that should be reviewed in accordance with the Risk to Resource documentation as submitted to DFES.
  - c. Taking steps to ensure the appropriate distribution of fire equipment amongst brigade/s in the Local Government Area of Responsibility.
  - d. Co-ordinating training within the Brigade/s in the City to ensure they work together efficiently.
  - e. Reviewing and providing input in the preparation and maintenance of an Incident Response Plan for the bushfire district and ensuring that a

- 
- communication plan is developed and functions across the Local Government area.
- f. Selecting members of the Committee to represent the Local Government area on a regional basis.
  - g. Carrying out other functions assigned to the committee by the Council.
- 
- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
  - b. appoint four Council Members to this Committee; and
  - c. act as an advisory body to Council on matters of Bush Fire for the Mullewa Ward.

Delegation:
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The Bush Fire Advisory Committees do not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committees do not have any management functions and cannot involve themselves in management processes or procedures.

Meeting Details (if known)
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Meetings will be held biannually or as required. Urgent meetings may be called by the Presiding Member or Committee by request to the CEO.

*Updated: TORs Endorsed 24 March 2022*  
*TORs Internal Trim Ref: D-22-028772*  
*TORs Endorsed by [Committee – 24 March 2022](#)*

## 6.5 Greater Geraldton Crime Prevention Committee

Click here to return to the [Quick Reference by Committee](#)

### **Purpose:**

The Community Safety and Crime Prevention Plan was Adopted by Council 24 July 2018 (DCS376). The City will host the Greater Geraldton Crime Prevention Committee, which is the overarching committee for Community Safety and Crime Prevention in the City.

### Committee Members:

All members appointed by a Council Decision have full voting rights.

### **Council Members (three)**

1. Deputy Mayor Cr N Colliver, Presiding Member
2. Cr J Critch, Deputy Presiding Member
3. Cr A Horsman

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

*Council Endorsement is required for Other/Community representatives to be voting Members*

### **Other Persons/External Members**

#### **Western Australia Police (two)**

Officer in Charge, Geraldton (or proxy)

Officer in Charge, Mid West Gascoyne Youth Engagement Team (or proxy)

#### **Community Representative (two)**

1. *One Community Representative to be appointed by Council Decision*
2. *One Community Representative to be appointed by Council Decision*

*Voting Members: Seven*

### Other Attendees – Invitation Only (non-voting):

Officer in Charge, Mullewa (or proxy)

Member for Geraldton

Nominee from Midwest Chamber of Commerce and Industry

Nominee from Geraldton Streetwork Aboriginal Corporation

Nominee from Adult Community Corrections

Nominee from Mental Health and Community Alcohol and Drug Service

Nominee from Hope Community Services

Nominee from Desert Blue Connect

Nominee from Police and Community Youth Centre

Nominee from Youth Justice Services

Nominee from MEEDAC

Nominee from Ngala

Nominee from Bundiyarra Aboriginal Community Corporation.

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City of Greater Geraldton - support staff

Director of Community and Culture or delegate.

Council Resolutions:

Date: 28 November 2023  
Item Number: CEO110

Term of Office:

Membership expires 18 October 2025 or as determined by Council

Terms of Reference

SET the Terms of Reference of the Greater Geraldton Crime Prevention Committee to:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
- b. appoint three Council Members to this Committee;
- c. appoint two nominees from Western Australia Police to this Committee;
- d. appoint two community representatives to this Committee;
- e. provide advice and guidance on the implementation of the Community Safety Crime Prevention Plan;
- f. provide input into any required review of the Community Safety Crime Prevention Plan; and
- g. act as an advisory body to Council on matters relating to community safety and crime prevention.

Delegation:

There is no delegated authority.

Meeting Details (if known)

Meetings shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

*Terms of Reference updated by Committee: 20 February 2024.*

## 6.6 Greater Geraldton Community Grants Committee

Click here to return to the [Quick Reference by Committee](#)

### **Purpose:**

To allocate funds provided by Council to Community Groups servicing the Greater Geraldton area in accordance with determined guidelines.

### Committee Members:

All members appointed by a Council Decision have full voting rights.

### **Council Members (five)**

1. Cr V Tanti
2. Cr M Librizzi
3. Cr S Keemink
4. Cr J Critch
5. Cr S Cooper

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

### City of Greater Geraldton - support staff

Chief Financial Officer or delegate.

Manager of Community & Cultural Development or delegate.

Manager of Sport & Leisure or delegate.

### Council Resolution:

Date: 28 November 2023  
Item Number: CEO110

### Term of Office:

Membership expires 18 October 2025 or as determined by Council

### Terms of Reference

SET the Terms of the Committee to ensure that funds are allocated in accordance to the following criteria which forms the major criteria of the recurrent and community grants guidelines:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
- b. appoint five Council Members to this committee;
- c. that funds are allocated in accordance with Council Policy 1.8 Community Funding Program; and
- d. that all community grants to be managed through the Community Grants Guidelines.

**Delegation:**

The CEO, who has delegated authority from Council to ensure that the proper process has been followed and to authorise the recommendations made by the Greater Geraldton Community Grants Committee.

**Meeting Details (if known)**

At the initial meeting the Committee will go through the Community Grants Program Guidelines, Terms of Reference and the assessment process via SmartyGrants.

Meetings are held March and September of each calendar year for review and determination of the Community Grants Programs.

## 6.7 Geraldton Regional Art Advisory Committee

Click here to return to the [Quick Reference by Committee](#)

### **Purpose:**

To provide advice to Council on the Geraldton Regional Art Gallery and City public art initiatives, aligning these with the community's desired cultural outcomes, as detailed in the Strategic Community Plan (2031) the Geraldton Regional Art Gallery Strategic Plan 2023-2027 and the Greater Geraldton Public Art Strategy 2020-2025.

### Committee Members

All members appointed by a Council Decision have full voting rights.

### **Council Members (four)**

1. Cr S Cooper, Presiding Member
2. Cr J Denton, Deputy Presiding member
3. Cr S Keemink
4. Cr K Parker

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

*Council Endorsement is required for Other/Community representatives to be voting Members*

### **Other Persons/External Members**

#### **One Representatives from the following groups/agencies (one):**

1. Yamaji Art/Mara Arts Aboriginal Corporation

### **Community Representatives (four):**

1. *One Community Representative to be appointed by Council Decision*
2. *One Community Representative to be appointed by Council Decision*
3. *One Community Representative to be appointed by Council Decision*
4. *One Community Representative to be appointed by Council Decision*

*Voting Members : Nine*

### City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:  
 Manager Libraries, Heritage and Gallery  
 Coordinator Gallery and Public Art  
 Community and Public Art Officer  
 Administration Support Officer

### Council Resolutions

Date: 28 November 2023  
 Item Number: CEO110

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Term of Office
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Membership expires 18 October 2025 or as determined by Council

Terms of Reference
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SET the Terms of Reference for the Geraldton Regional Art Advisory Committee to be:

- a. The quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of officers (whether vacant or not) of member of the Committee;
- b. To appoint four Council Members to this Committee;
- c. To appoint four community representatives to this Committee in accordance to set selection criteria;
- d. To appoint an Aboriginal Community group representative to this Committee;
- e. To provide Council with support and guidance with the implementation of the Geraldton Regional Art Gallery (GRAG) Strategic Plan 2023-2027 and the Public Art Strategy (2020-25);
- f. To support and promote the Geraldton Regional Art Gallery's purpose statement which is:  
To deliver high quality, responsive and targeted collection management and arts programmes which grow and enhance City and regional cultural assets, enrich people's lives, provide economic opportunity, growth of local identity and encourage wellbeing and active participation in regional Western Australia.

Delegation
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The Committee has no delegation.

Meeting details (if known)
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The meetings of the Geraldton Regional Art Advisory Committee shall be convened at the discretion of the presiding member or as business arises that requires a recommendation or input from the Committee.

*Terms of Reference updated by Committee: 27 February 2024.*

## 6.8 Queen Elizabeth II Seniors and Community Centre Advisory Committee

Click here to return to the [Quick Reference by Committee](#)

### Purpose:

The Queen Elizabeth II Seniors & Community Centre is a facility vested in the City of Greater Geraldton, with considerable Council capital and by virtue of its funding arrangement Council and State Government capital and has been constructed to meet the needs of senior citizens and other community groups.

### Committee Members:

All members appointed by a Council Decision have full voting rights.

### Council Members (four)

1. Cr J Denton, Presiding Member
2. Deputy Mayor Cr N Colliver, Deputy Presiding Member
3. Cr S Cooper
4. Cr J Critch

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

### Other Attendees – Invitation Only (non-voting):

External Members – Representatives from the following groups:

Over 50's Gentle Gym  
 Pensioner's Social Club  
 Geraldton & District Seniors Action Group  
 Seniors Recreation Council of WA Inc.  
 Switched on Seniors

### City of Greater Geraldton - support staff

Director of Community and Culture or delegate.

### Council Resolution:

Date: 28 November 2023  
 Item Number: CEO110

### Term of Office:

Membership expires 18 October 2025 or as determined by Council

### Terms of Reference

SET and define the Terms of Reference of the Queen Elizabeth II Seniors and Community Centre Advisory Committee to be:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
- b. appoint four Council Members to this Committee;

- c. in the first instance, to provide a facility to accommodate services as required by Senior user groups and provide a facility to accommodate Senior user groups and hirers who use the Centre to meet at regular intervals to discuss their interests and aspirations in the Centre;
- d. to develop community awareness of the potential and opportunities of these facilities;
- e. to encourage a co-operative attitude among people who use the facilities so that the most effective use is obtained to the satisfaction of the community generally. To coordinate the use of facilities by all user groups, and to endeavour to provide for requested activities;
- f. to make recommendations to Council on modifications to and development of these facilities in line with changing community and user needs;
- g. to provide a means of communication between The City of Greater Geraldton and the people who use the Queen Elizabeth II Seniors & Community Centre; and
- h. to promote the general good of users of the Centre by providing the building and general environment for their promotion of health and well being.

Delegation:
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There is no delegated authority.

Meeting Details (if known)
----------------------------

The meetings of the Queen Elizabeth II Seniors and Community Centre Advisory Committee shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

*Terms of Reference updated by Committee: 5 March 2024*

## 6.9 Heritage Advisory Committee

Click here to return to the [Quick Reference by Committee](#)

### **Purpose:**

Provide advice to Council on the development and implementation of the Heritage Strategy, 2023-2028

### Committee Members:

All members appointed by a Council Decision have full voting rights.

### **Council Members (four):**

1. Deputy Mayor Cr N Colliver, Presiding Member
2. Cr K Parker, Deputy Presiding Member
3. Mayor J Clune
4. Cr S Keemink

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

*Council Endorsement is required for Other/Community representatives to be voting Members*

### **Other Persons/External Members**

Nominations for Heritage Organisation and Community Representation on this Committee is to be via an expression of interest process, which includes set criteria that must be addressed.

### **Heritage Organisation Representatives (two):**

*Heritage organisations to be appointed by Council Decision.*

Each organisation is responsible for nominating their own representative.

### **Community Representatives (two):**

*One Community Representative to be appointed by Council Decision*

*One Community Representative to be appointed by Council Decision*

*Voting Members : Eight*

### Other Attendees – Invitation Only (non-voting):

Other attendees may be invited from time to time, according to business that is arising.

### City of Greater Geraldton - support staff

Director of Community and Culture or delegate, including:

Manager Libraries, Heritage and Gallery

Coordinator Heritage Services

Coordinator Strategic Planning, Urban and Regional Development

Aboriginal Engagement Officer

Administration Support Officer

**Ex-Officio Members:**

City Heritage Advisor  
Regional Manager, Museum of Geraldton

**Council Resolutions:**

Date: 28 November 2023  
Item Number: CEO110

**Term of Office:**

Membership expires 18 October 2025 or as determined by Council

**Terms of Reference**

SET the Terms of Reference of the Heritage Advisory Committee (HAC) to be:

- a. The quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of officers (whether vacant or not) of member of the Committee;
- b. Appoint four Council Members to this Committee;
- c. Nominations for Other Persons/External membership will be assessed by Council Members, will make recommendations to Council for the appointment of two heritage organisations and two community representatives; and
- d. Endeavour to hold at least one meeting offsite each year.

**Delegation:**

There is no delegated authority.

**Meeting Details (if known)**

Meetings shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee

*Terms of Reference updated by Committee: 11 March 2024.*

## 6.10 Behaviour Complaints Committee

Click here to return to the [Quick Reference by Committee](#)

### Purpose:

In accordance with the provisions of the Policy, the Behaviour Complaints Committee (the Committee) is a committee established by Council in accordance with section 5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with complaints received under Division 3 of Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates.

### Committee Members:

All members appointed by a Council Decision have full voting rights.

### Council Members (five):

1. Mayor J Clune, Presiding Member
2. Deputy Mayor Cr N Colliver, Deputy Presiding member
3. Cr J Denton
4. Cr J Critch
5. Cr V Tanti

### Deputy Committee Members (two):

1. Cr P Fiorenza
2. Cr S Cooper

*Appointments of Presiding Member/Deputy Presiding Member occur at the first meeting.*

### City of Greater Geraldton - support staff

Chief Executive Officer or his delegate as Executive Support and Coordinator of the Behaviour Complaints Committee

### Council Resolutions:

Date: 28 November 2023  
Item Number: CEO110

### Term of Office:

Membership expires 18 October 2025 or as determined by Council

### Terms of Reference

SET the Terms of Reference of the Behaviour Complaints Committee to be as per below: *[Internal Reference D-23-083270]*

# City of Greater Geraldton Council Policy

## 4.32 BEHAVIOUR COMPLAINTS COMMITTEE TERMS OF REFERENCE

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### SUSTAINABILITY THEME

#### Leadership

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### OBJECTIVES

To establish Terms of Reference for the Behaviour Complaints Committee of the City of Greater Geraldton.

### POLICY STATEMENT

This Policy applies exclusively to the City of Greater Geraldton Behaviour Complaints Committee.

### POLICY DETAILS

#### 1. Committee Function

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Local Government Act 1995 (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the City of Greater Geraldton's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12(3) of the Code of Conduct].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
  - To take no further action; or
  - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

#### 2. Membership

The Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.

Membership of the Behaviour Complaints Committee will comprise of 5 Council Members, appointed by Council in accordance with s.5.10 of the Act. In addition, at least 5 Council Members will be appointed as Deputy Committee Members in accordance with s.5.11A of the Act.

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. They are to be replaced for the duration of the handling of the subject Complaint by a Deputy Committee Member, selected by the Presiding Member of the Committee.

### 3. Meeting Schedule

Meetings are to be scheduled as required by the CEO or Behaviour Complaints Officer in consultation with the Committee Presiding Member.

### 4. Delegated Authority

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the City of Greater Geraldton Register of Delegations to Committees.

It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

### 5. Committee Governance

Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- include public question time [Admin.r.5]
- make the Committee Notice Papers and Agenda publicly available [s.5.94(p), s.5.96A(f)], with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) [Admin.r.14]; and
- make Committee minutes publicly available [s.5.94(n), s.5.96A(h)], with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

## KEY TERM DEFINITION

City is City of Greater Geraldton

## ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for implementing this policy

## WORKPLACE INFORMATION

Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates

Council Policy 4.30 Code of Conduct Behaviour Complaints Management

*Local Government Act 1995*

*Local Government (Model Code of Conduct) Regulations 2021*

## POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Office of the CEO		Chief Executive Officer	Biennial	2024
Version	Decision Reference	Synopsis		
1.	<a href="#">CS047</a> 27/06/2023	New Policy		

Delegation:
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Local Government Act 1995:

s.5.16 Delegation of some powers and duties to certain committees.

As per City of Greater Geraldton Delegation Register Council to CEO – 1.1.1 Behaviour Complaints

Meeting Details (if known)
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Meetings are to be scheduled as required by the CEO or Behaviour Complaints Officer in consultation with the Committee Presiding Member.

*Terms of Reference – No updates were required – 26 March 2024.*

## 5. EXTERNAL GROUPS COMPRISING OF THE CITY OF GREATER GERALDTON'S REPRESENTATIVES

*External Committees are 1 Council Member and 1 Proxy unless noted otherwise.*

### 5.1 *Regional Capitals Alliance WA*

Click here to return to the [Quick Reference by Committee](#)

This group is self-governing.

#### **Purpose:**

The Alliance members recognise that regional cities cannot achieve maximised outcomes in isolation from their supporting regional frameworks. With the State's projected population growth and investment in major infrastructure projects, putting together a framework to secure the change in prominence and enhance the capacity of regional cities is seen as a key strategic initiative.

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

Committee Members:
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Mayor J Clune

#### *External Members*

City of Albany  
 City of Bunbury  
 Shire of Broome  
 City of Busselton  
 Shire of Esperance  
 City of Kalgoorlie-Boulder  
 City of Karratha  
 Town of Port Hedland  
 Shire of Northam

City of Greater Geraldton - support staff
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Chief Executive Officer or delegate.

Council Resolution:
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Date:	28 November 2023
Item Number:	CE0111

Term of Office:
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Membership expires at the end of the Council Member's term or as determined by Council

**Focus:**

The Alliance has adopted a strong, cohesive approach to lead change and implement projects that will drive the growth of regional centres as attractive places to live, work, visit and invest.

Complementing the work on a local level undertaken by our members, the Alliance has identified a range of priority areas for advocacy and project delivery to enhance the prospects of regional Western Australia.

<https://www.waregionalcapitals.com.au/#ourfocus>

**Delegation:**

There is no delegated authority.

**Meeting Details (if known)**

Attend meetings as directed by Regional Capitals Alliance WA.

## 5.2 **Batavia Local Emergency Management Committee**

Click here to return to the [Quick Reference by Committee](#)

### **Purpose:**

The State Emergency Management Act 2005 outlines the responsibility of Local Government to facilitate and administer a Batavia Local Emergency Management Committee. This Committee acts to prepare the City of Greater Geraldton for the event of an emergency.

(Combined Local Emergency Management Committee for the areas of the City of Greater Geraldton and Shire of Chapman Valley)

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

### Committee Members:

1. Mayor J Clune
2. Cr M Lbrizzi - Proxy

*The Police OIC is the nominated Deputy for the meeting, in the Mayor's absence the Chair is taken on by the Police OIC and not the proxy Councillor*

### City of Greater Geraldton - support staff

Director of Development Services or delegate.

### Council Resolution:

Date: 28 November 2023  
Item Number: CE0111

### Term of Office:

Membership expires at the end of the Council Member's term or as determined by Council.

### Terms of Reference

ABIDE by the Terms of Reference as set by the Batavia Emergency Management Committee.

### Delegation:

There is no delegated authority.

### Meeting Details (if known)

Meetings are held every three months.

### 5.3 Mid West Regional Road Group

Click here to return to the [Quick Reference by Committee](#)

#### Purpose:

A Regional Road Group is responsible for:

- Assessing road-funding submissions from its member Local Governments
- The annual distribution of funds to Local Government roads.
- Monitoring and reporting on the effectiveness of applying funds to Local Government roads in its region.

[Mid-West-RRG-reference-information-for-Council-Members-June-2021.pdf](#)  
([walga.asn.au](http://walga.asn.au))

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

Council Member appointed to represent the City of Greater Geraldton:

1. Cr J Critch
2. Mayor J Clune - Proxy

City of Greater Geraldton - support staff

Director of Infrastructure Services or delegate.

External Group's Contact Details

Name	Main Roads Mid West-Gascoyne Region
Address	Eastward Road, Geraldton WA6531
Tel:	9956 1200
Web:	<a href="#">Main Roads Western Australia</a>

Council Resolution:

Date:	28 November 2023
Item Number:	CE0111

Term of Office:

Membership expires at the end of the Council Member's term or as determined by Council or the Mid West Regional Road Group.

Terms of Reference

ABIDE by the Terms of Reference as set by the Mid West Regional Road Group:

- a. Developing and recommending to State Road Funds to Local Government Advisory Committee (SAC), an annual Local Government roads program for their region.
- b. Monitoring the implementation of the program in their region.
- c. Developing and recommending to SAC, Strategies for Significant Local Government Roads.

- d. Developing and recommending to SAC, three year works projections.
- e. Regularly review project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- f. Developing regional specific policies and procedures to suit local circumstances.
- g. Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- h. Provide funding information to Local Governments to facilitate expenditure of road funds.
- i. Assisting SAC with Local Government priorities at the regional level.
- j. Advising SAC of any likely under expenditure with an explanation as to the cause and proposed solutions.
- k. Monitoring and responding to the safety performance of the Local Government road network in the region.
- l. Dealing with any other business relevant to the transport needs of the region.

Source: [Mid-West-RRG-reference-information-for-Council-Members-June-2021.pdf \(walga.asn.au\)](#)

Delegation:
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There is no delegated authority.

Meeting Details (if known)
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Attend meetings as directed by the Mid West Regional Road Group.

#### **5.4 Regional Joint Development Assessment Panel**

Click here to return to the [Quick Reference by Committee](#)

This Group reports to: Minister for Planning

#### **Purpose:**

Development Assessment Panels determine applications made to local government that meet the type and value thresholds specified under the Planning and Development (Development Assessment Panels) Regulations 2011.

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

Council Member appointed to represent the City of Greater Geraldton:

#### *Local Government Representatives (two)*

1. Mayor J Clune
2. Deputy Mayor Cr N Colliver

#### *Alternate Local Government Representatives (two) are:*

1. Cr S Keemink
2. Cr M Librizzi

City of Greater Geraldton - support staff

Director Development Services or delegate.

External Group's Contact Details

Name	Development Assessment Panels
Address	140 William Street, Perth, 6000
Tel:	(08) 6551 9000
Web:	<a href="http://daps.planning.wa.gov.au/">http://daps.planning.wa.gov.au/</a>

Council Resolution:

Date:	31 October 2023
Item Number:	DS021

Term of Office:

Development Assessment Panel Term for all Members is 26 January 2026.

*Internal Ref: D-22-004141*

Membership will expire at the end of the Council Member's terms or as determined by Council.

**Terms of Reference**

Development Assessment Panels determine applications made to Local Government that meet the type and value thresholds specified under the Planning and Development (Development Assessment Panels) Regulations 2011

**Delegation:**

Nil delegations

**Meeting Details (if known)**

Attend meetings as directed by the Development Assessment Panels.

### 5.5 *Regional Capitals Australia*

Click here to return to the [Quick Reference by Committee](#)

This group is self-governing.

**Purpose:**

To provide a national alliance that champions maximum growth and prosperity for Australia's regional capital cities.

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

Council Member appointed to represent the City of Greater Geraldton:

Mayor J Clune

City of Greater Geraldton - support staff

Chief Executive Officer or delegate.

External Group's Contact Details

Name	Regional Capitals Australia
Address	PO Box 320, Wagga Wagga NSW 2650
Tel:	+61 434 274 457
Web:	<a href="http://regionalcapitalsaustralia.org">http://regionalcapitalsaustralia.org</a>

Council Resolution:

Date:	28 November 2023
Item Number:	CE0111

Term of Office:

Membership expires at the end of the Council Member's term or as determined by Council or Regional Capitals Australia.

Terms of Reference / Mission & Vision

- 1 Provide high-level advice on issues, trends and other developments affecting regional capitals that can inform and assist in Australian Government response.
- 2 Partner with the Australian government on the development of policy, planning, strategies and investment decisions they relate to the regional capitals.
- 3 Advocate for appropriate Federal funding to invest in the services and infrastructure in regional capitals.
- 4 Identify opportunities and impediments to the sustainable development of regional capitals and develop innovative solutions to manage them.
- 5 Bring strategic alignment between national stakeholders responsible for regional development, urban policy and population growth.

Delegation:

Nil delegations

Meeting Details (if known)

Attend meetings as directed by Regional Capitals Australia

## 5.6 *Mullewa Community Trust Committee*

Click here to return to the [Quick Reference by Committee](#)

### **Purpose:**

Disbursement from the Trust Fund to be made for public benefit for the Mullewa Community.

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

### Committee Members:

1. Cr J Critch
2. Deputy Mayor Cr N Colliver - Proxy

### *External Members*

A Member of the Farm Management Committee

A Member of the Trustee

Employee of the Founder as determined by the CEO of the Founder

Other Members as determined by the Trustee suitability qualified and experience.

### City of Greater Geraldton - support staff

Director Community and Culture or delegate.

### Council Resolution:

Date: 28 November 2023  
Item Number: CE0111

### Term of Office:

Membership expires at the end of the Council Member's term or as determined by Council or the Mullewa Community Trust.

### Terms of Reference/Functions

The functions of the Trust Committee are to implement proposals and recommendations made by a Committee to the Trustees, unless to do so would be inconsistent with the Deed of Trust.

### Delegation:

Nil delegations

### Meeting Details (if known)

Attend meetings as directed by the Mullewa Community Trust.

### 5.7 Mid West Development Commission Board

Click here to return to the [Quick Reference by Committee](#)  
This Group reports to: Minister for Regional Development

#### Purpose:

To enhance the sustainable development of the Mid West.

Council Member appointed to represent the City of Greater Geraldton:

Mayor J Clune

City of Greater Geraldton - support staff

Chief Executive Officer or delegate.

#### External Group's Contact Details

Name Mid West Development Commission  
Address 20 Gregory Street  
Geraldton WA 6530

Tel: (0)8 9956 8555

Web: [mwdc.wa.gov.au](http://mwdc.wa.gov.au) | [dpird.wa.gov.au](http://dpird.wa.gov.au)

#### Council Resolution:

Date: 26 July 2022

Item Number: CEO098

#### Term of Office:

Term commencing 15 September 2022 and expiring on 30 June 2024  
Pursuant to sections 15(1)(b) and 16(b) of the Regional Development Commission Act 1993  
[Regional Development Commission Act 1993](#)  
*Letter of Appointment – 5 October 2022 / D-22-132452*

#### Terms of Reference

To have the Mid West recognised as a preferred region in which to live, work and invest.

#### Delegation:

Nil delegations

#### Meeting Details (if known)

Monthly – usually the last Friday of the month

## 6. LIST OF CITY REPRESENTATIVES FOR APPOINTMENT TO WALGA COMMITTEES

### 6.1 Northern Country Zone of WALGA

Click here to return to the [Quick Reference by Committee](#)

This Group reports to: Western Australian Local Government Association.

#### **Purpose:**

The Northern Country Zone represents Local Government views for their region which can then be communicated to the Western Australian Local Government Association.

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

Council Member appointed to represent the City of Greater Geraldton:
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#### *Delegate:*

1. Mayor J Clune

#### *Deputy Delegate*

1. Cr J Critch

City of Greater Geraldton - support staff
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Chief Executive Officer or delegate.

External Group's Contact Details
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Address	Executive Officer, Northern Country Zone of WALGA Western Australian Local Government Association 15 Altona St West Perth WA 6005 PO Box 1544 West Perth WA 6872
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Council Resolution:
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Date:	31 October 2023
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Item Number:	CEO109
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Term of Office:
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Membership expires at the end of the Council Member's term or as determined by Council or the Northern Country Zone.

Constitution
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ABIDE by the Constitution as set by the Northern Country Zone of WALGA August 2020 and Standing Orders of June 2020.

[Reference :D-20-102641]

Delegation:
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There is no delegated authority

Meeting Details (if known)

Attend meetings as directed by WALGA.

## 6.2 **WALGA Municipal Waste Advisory Council**

Click here to return to the [Quick Reference by Committee](#)

This Group reports to: West Australian Local Government Association (WALGA).

### **Purpose:**

The Municipal Waste Advisory Council (MWAC) is a standing committee of the Western Australian Local Government Association with delegated authority on municipal waste issues. Officers do not have voting rights at Municipal Waste Advisory Council meetings.

MWAC's membership includes the major Regional Councils (waste management). This makes MWAC a unique forum through which all the major Local Government waste management organisations cooperate.

The MWAC structure consists of an Officers Advisory Group (OAG) and Council Councillors forming the Advisory Council.

The *Officers Advisory Group* is made up of:

- 6 Regional Council CEO's (including the CGG);
- 3 Officers at-large from the metropolitan area; and
- 3 Officers at-large from the non-metropolitan area.

The *Municipal Waste Advisory Council* would consist of:

- Chair and Deputy Chair of MWAC;
- 3 members from the WALGA State Council; and
- 6 Regional Council delegate with representation and voting rights (one each).

*Minutes of this meeting are to be provided to the City and recorded in the City's Electronic Document Records Management System.*

Council Member appointed to represent the City of Greater Geraldton:
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1. Deputy Mayor Cr N Colliver
2. Mayor J Clune - Proxy

City of Greater Geraldton - support staff
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Director Infrastructure Services or delegate.

External Group's Contact Details
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Address	Manager, Waste and Recycling 15 Altona St, West Perth WA 6005 PO Box 1544 West Perth WA 6872
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Tel:	+61 8 9213 200
Web:	<a href="#">Municipal Waste Advisory Council</a>

Council Resolution:

Date: 28 November 2023  
Item Number: CE0111

Term of Office:

Membership expires at the end of the Council Member's term or as determined by Council or the Municipal Waste Advisory Council.

Terms of Reference

ABIDE by the Terms of Reference as set by the WALGA Municipal Waste Advisory Council

Delegation:

Not applicable

Meeting Details (if known)

Attend meetings as directed by the Municipal Waste Advisory Council

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**7. LIST OF DISBANDED/DISCONTINUED COUNCIL COMMITTEES**

Committee Name	Date Discontinued	Agenda Reference

**8. APPENDIX 1: Committee Meeting Minutes**

Minutes of Committee Meetings held are published on the City's website at:  
[Committee Meetings » City of Greater Geraldton \(cgg.wa.gov.au\)](#)

**9. APPENDIX 2: Meeting Procedures Local Law 2011**

City of Greater Geraldton **Meeting Procedures Local Law 2011**.  
This full document can be found on the City's website [here](#).

**10. APPENDIX 3: Council Policy Code of Conduct for Council Members, Committee members and Candidates**

Visit [Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

**11. APPENDIX 4: Council Policy 4.4 - Operation of Advisory Committees**

Visit [Council Policy - 4.4 Operation of Advisory Committees - Version 4 - January 2024](#)

**12. APPENDIX 5: Local Government Act 1995**

Visit [Western Australian Legislation - Local Government Act 1995](#)

**13. APPENDIX 6: Local Government (Model Code of Conduct) Regulations 2021**

Visit [Western Australian Legislation \(www.legislation.wa.gov.au\)](#) for the up to date Regulations.

**14. APPENDIX 7: Local Government (Administration) Regulations 1996.**

Visit [Western Australian Legislation \(www.legislation.wa.gov.au\)](#) for the up to date Regulations.