

4. COUNCIL COMMITTEES

4.1 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:

Members (five)
Mayor Shane Van Styn

Appointments of Chair / Deputy Chair:

City of Geraldton - support staff

Director Corporate and Commercial Services or delegate.

Council Resolution:

Date: ## November 2021
Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. appoint five Elected Members to this Committee;
- b. appoint an independent facilitator to assist the Committee and Council to undertake the ongoing performance review of the Chief Executive Officer;
- c. develop annual performance indicators and measures for the Chief Executive Officer;
- d. undertake six monthly and annual performance reviews of the Chief Executive Officer;
- e. undertake consultation of Council as a whole and individual Councillors in addressing points b and c above; and
- f. report findings and recommendations to Council for consideration.

Delegation:

Council delegations as Nil

Meeting Details (if known)

As required.

Update:

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4.2 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.

Members four **and** one proxy
Mayor Shane Van Styn

Appointments of Chair / Deputy Chair:

City of Geraldton - support staff

Director Corporate and Commercial Services or delegate.

Council Resolution:

Date: ## November 2021
Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

SET the Terms of Reference of the Audit Committee to be:

The committee will consist of four elected members and a proxy elected member. All members shall have full voting rights.

The duties and responsibilities of the committee will be –

- a. Guide and assist the Local Government in carrying out its functions in relation to audits and other matters related to financial management;
- b. Meet with the auditor 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.
- c. Liaise with the CEO to ensure that the Local Government does everything in its power to –

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- support the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously;
- d. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the Local Government; and
 - ensure that appropriate action is taken in respect of those matters;
- e. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor, in accordance with section 7.12A (3) of the *Local Government Act 1995*, and oversee the implementation of any action that the Local Government is –
- required to take; 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 regulation 17(1) or conducted under the Local Government (Financial Management) Regulations 1996 r.5(2)(c).
- Present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time;
- f. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- g. Review the level of resources allocated to internal audit and the scope of its authority;
- h. 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;
- i. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- j. 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;
- k. 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;
- l. 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;
- m. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's Terms of Reference following authorisation from the Council.
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- n. Review the annual Compliance Audit Return and report to the council the results of that review, and
- o. Consider the CEO's reviews, in accordance with the provisions of regulation 17, and *Local Government Financial Management Regulations 1996* regulation 5(2)(C), of the appropriateness and effectiveness of the local government's systems and procedures in regard to:
- risk management;
 - internal control ;
 - legislative compliance;
 - financial management systems and procedures;
- required to be provided to the committee, and report to the council the results of those reviews.
- p. Perform any other function conferred on the Audit Committee by these regulations or another written law.

Delegation:

In accordance with Section 7.1 (b) of the <i>Local Government Act 1995</i> .
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Meeting Details (if known)

Meetings are to be held up to four times annually. Additional meetings to be convened at the discretion of the presiding person.
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4.3 Greenough Bush Fire Advisory Committee

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

Purpose:

To advise Council in matters of Bush Fire Control and Response. As per the *Bush Fire Act 1954* s.67 Local Government may appoint persons it sees fit to act as the Bush Fire Advisory Committee.

Committee Members:

Members (four)

Appointments of Chair / Deputy Chair:

External Members – Representatives from the following groups/agencies:

- 1 Captain and 1 Fire Control Officer - Cape Burney Brigade
- 1 Captain and 1 Fire Control Officer - Eradu Brigade
- 1 Captain and 1 Fire Control Officer - Moonyoonooka Brigade
- 1 Captain and 1 Fire Control Officer - Waggrakine Brigade and
- 1 Captain and 1 Fire Control Officer - Walkaway Brigade

City of Greater Geraldton - support staff

Director Infrastructure Services or delegate.

Council Resolution:

Date: ## November 2021
Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference:

SET the Terms of Reference of the Bush Fire Advisory Committee to:

- a. appoint three Elected Members to this Committee
- b. act as an advisory body to Council on matters of Bush Fire.

Delegation:

There is no delegated authority.

Meeting Details (if known)

Meetings held as required.

4.4 Mullewa Bush Fire Advisory Committee

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

Purpose:

To advise Council in matters of Bush Fire Control and Response. As per the *Bush Fire Act 1954* s.67 Local Government may appoint persons it sees fit to act as the Bush Fire Advisory Committee.

Committee Members:

Members (four)

Appointments of Chair / Deputy Chair:

External Members – Representatives from the following groups/agencies:

- 1 Captain and 1 Fire Control Officer - Casuarinas Brigade
- 1 Captain and 1 Fire Control Officer - Mullewa Central Brigade
- 1 Captain and 1 Fire Control Officer - Mullewa South Brigade and
- 1 Captain and 1 Fire Control Officer - Pindar/Tardun Brigade
- 1 Captain and 1 Fire Control Officer - Tenindewa North Brigade
- 1 Captain and 1 Fire Control Officer - Tenindewa South Brigade

City of Greater Geraldton - support staff

Director Infrastructure Services or delegate.

Council Resolution:

Date: ## November 2021
Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference:

SET the terms of reference of the Bush Fire Advisory Committee to:

- a. appoint four Elected Members to this Committee; and
- b. act as an advisory body to Council on matters of Bush Fire for the Mullewa Ward.

Delegation:

There is no delegated authority.

Meeting Details (if known)

Meetings held as required.

Update:

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4.5 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 Crime Prevention in the City.

Committee Members:

Members three **and** one Proxy

Appointments of Chair / Deputy Chair:

External Members

Nominee from	MEEDAC
Nominees from	WA Police – OIC Geraldton / OIC Mullewa / OIC Midwest Gascoyne Youth Engagement Team
Member for Geraldton	
Nominee from	Geraldton Community
Nominee from	Mullewa Community
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

City of Greater Geraldton - support staff

Director Development and Community Services or delegate.

Council Resolution:

Date:	## November 2021
Item Number:	CEO0##

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. appoint three Elected Members and one proxy to this Committee;
- b. provide advice and guidance on the implementation of the Community Safety Crime Prevention Plan;
- c. provide input into any required review of the Community Safety Crime Prevention Plan; and
- d. 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 are held quarterly.

Update:

DRAFT

4.6 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:

Members (five)

Appointments of Chair / Deputy Chair:

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: ## November 2021
 Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 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. appoint five Elected Members to this committee;
- b. appoint two external representatives to this Committee;
- c. must be a not for profit incorporated body;
- d. the applicants must also contribute cash or in kind to the project;
- e. must demonstrate achievable outcomes and clear benefits for the City of Greater Geraldton community from the investment by aligning with the City's Strategic Community Plan;
- f. the applicants must be residents of Greater Geraldton;
- g. appropriate accountability processes are in place to satisfy an audit;
- h. projects have not commenced;
- i. the committee consisting of five Councillors and representatives from the indigenous community and broader community are elected for the Term of Office; and
- j. the Term of Office Councillors who are not Committee Members are permitted to attend meetings as observers.

Proposed to update TORs:

SET the Terms of Reference for the Community Grants Committee:

- a. appoint five Elected Members to this committee;
- b. that funds are allocated in accordance with Council Policy 1.8 Community Funding Program; and
- c. 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.
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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.

Update:

DRAFT

4.7 Geraldton Regional Art Management 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) and the Greater Geraldton Public Art Strategy 2020-2025.

Committee Members

Members (four)

Appointments of Chair / Deputy Chair:

Community Representatives:

5 named community representatives to be appointed

Aboriginal Community Group representative:

Yamaji Art/Mara Arts Aboriginal Corporation

These appointments to apply until the expiration date of 21 October 2023 or as determined by Council

City of Greater Geraldton – Support Staff

Director Development and Community Services or delegate.

Council Resolution

Date: ## November 2021

Item Number: CEO0##

Terms of Office

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. to appoint four Elected members to this Committee;
- b. to appoint five community representatives to this Committee;
- c. to appoint an Aboriginal Community group representative to this Committee;
- d. to provide Council with support and guidance with the implementation of the Public Art Strategy (2020-25).

- e. to support and promote the Geraldton Regional Art Gallery's vision and mission statements. These are:
 - i. to be leading regional art gallery in Western Australia and a centre of artistic excellence accessible to all in the region;
 - ii. to enrich people's lives by providing a diverse high quality visual arts program that is vibrant, thought provoking and relevant to the people of the region and its visitors.

Delegation

The Committee has no delegation.

Meeting details (if known)

Meetings are held quarterly.

Updated: 26 May 2020

DRAFT

4.8 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:

Members (four)

Appointments of Chair / Deputy Chair:

External Members – Representatives from the following groups:

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

External Members named will be replaced with a 'Nominee From' should they step down as a Member.

City of Greater Geraldton - support staff

Director Development and Community Services or delegate.

Council Resolution:

Date: ## November 2021
Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 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. appoint four Elected Members to this Committee;
- b. in the first instance, to provide a facility to accommodate services as required by primary user groups and provide a facility to accommodate primary and secondary user groups who use the Centre to meet at regular intervals to discuss their common and particular needs and interests in the Centre;
- c. to develop community awareness of the potential and limitations of these facilities;

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- d. 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;
 - e. to make recommendations to Council on modifications to and development of these facilities in line with changing community and user needs;
 - f. 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
 - g. 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:

There is no delegated authority.

Meeting Details (if known)

Meetings held quarterly

Updated

DRAFT

4.10 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, 2017-2022

Committee Members:

Members (five)

Appointments of Chair / Deputy Chair:

External Members – Representatives from the following groups/agencies:

Walkaway Station Museum Inc.
Community Group of Greenough Inc.
Geraldton Historical Society Inc.

Community Representatives:

Two named community representatives to be appointed.

These appointments to apply until the expiration date of 21 October 2023 or as determined by Council.

Ex-Officio Members:

City Heritage Advisor
Aboriginal Community Representative
Manager, Museum Geraldton
National Trust WA Representative

City of Greater Geraldton - support staff

Director Development and Community Services or delegate.

Council Resolutions:

Date: ## November 2021
Item Number: CEO0##

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. appoint five Elected Members to this Committee;
- b. Councillor will be the elected Chair;
- c. Community nominees will address specific criteria when nominating for membership of the Committee;
- d. Nominations for community membership will be assessed by the HAC, which will make recommendations to Council;

- e. Where a member is absent without notice and reasonable grounds throughout three consecutive meetings within any 12 month period, the continuance of that membership position shall be automatically terminated in order to ensure the effective operation of the Committee;
- f. A minimum quorum of five voting members is necessary to conduct a meeting;
- g. Minutes of meetings will be circulated within five working days following the meeting;
- h. With the prior approval of the Chairperson, any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the Heritage Advisory Committee;
- i. At least one meeting per year will be held at Mullewa, Greenough or Walkaway; and
- j. Members will abide by the City of Greater Geraldton's Code of Conduct.

Delegation:

There is no delegated authority.

Meeting Details (if known)

Meetings will be held on triannual basis with the start time and venue being determined by the Advisory Group. At least one meeting will be held in either Mullewa, Greenough or Walkaway each year.

Updated: