

Attachment A – CEO030 – TORs Council Committees

Terms of Reference for Council Committees

<p>CEO Performance Review Committee</p>	<ul style="list-style-type: none"> a. appoint an independent facilitator to assist the Committee and Council to undertake the ongoing performance review of the Chief Executive Officer; b. develop annual performance indicators and measures for the Chief Executive Officer; c. undertake 6 monthly and annual performance reviews of the Chief Executive Officer; d. undertake consultation of Council as a whole and individual Councillors in addressing points b and c above; and e. report findings and recommendations to Council for consideration.
<p>City of Greater Geraldton/Geraldton Port Authority Liaison Committee</p>	<ul style="list-style-type: none"> a. facilitate a strong working relationship between the City and the Port; b. provide a framework for the ongoing operation of the Memorandum; c. provide a framework for the effective communication and engagement between the City and the Port; and d. report annually to the respective Port Board and the City Council on the status and outcomes of the Memorandum.
<p>City of Greater Geraldton Audit Committee</p>	<ul style="list-style-type: none"> a. provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits; b. develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor; c. develop and recommend to Council: <ul style="list-style-type: none"> i. a list of those matters to be audited; and ii. the scope of the audit to be undertaken; d. recommend to Council the person or persons to be appointed as auditor; e. develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include: <ul style="list-style-type: none"> i. the objectives of the audit; ii. the scope of the audit; iii. a plan of the audit; iv. details of the remuneration and expenses to be paid to the auditor; and v. the method to be used by the local government to communicate with, and supply information to, the auditor; f. meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions; g. liaise with the CEO to ensure that the local government does everything in its power to: <ul style="list-style-type: none"> i. assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and ii. ensure that audits are conducted successfully and expeditiously; h. examine the reports of the auditor after receiving a report

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	<p>from the CEO on the matters and:</p> <ul style="list-style-type: none">i. determine if any matters raised require action to be taken by the local government; andii. ensure that appropriate action is taken in respect of those matters; <ul style="list-style-type: none">i. review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;j. review the scope of the audit plan and program and its effectiveness;k. review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;l. review the level of resources allocated to internal audit and the scope of its authority;m. review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;n. facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;o. review the local government's draft annual financial report, focusing on:<ul style="list-style-type: none">i. accounting policies and practices;ii. changes to accounting policies and practices;iii. the process used in making significant accounting estimates;iv. significant adjustments to the financial report (if any) arising from the audit process;v. compliance with accounting standards and other reporting requirements; andvi. significant variances from prior years;p. 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;q. 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;r. 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; ands. review the Statutory Compliance Return and make a recommendation on its adoption to Council.t. broaden the audit committee's role to include financial and non-financial matters (added as per resolution of 24 March 2012);
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Bushfire Advisory Committee	to act as an advisory body to Council on matters of Bush Fire.
Mullewa Bush Fire Advisory Committee	to act as an advisory body to Council on matters of Bush Fire for the Mullewa Ward.
City of Greater Geraldton Local Emergency Management Committee	to administer the Local Emergency Management Committee and to ensure that quarterly meetings are held.
Greater Geraldton Australia Day Committee	<ol style="list-style-type: none"> a. Oversee the Planning of events associated with the Australia Day Festival; b. Liaise with stakeholders and community; c. Monitor the effectiveness and success of the event and provide a report to Council with 60 Days of the event detailing expenditure and activities held; d. Seek and commit sponsors and supporters for the event, and e. Provide advice to Council in terms of planning, opportunities and budget requirements.
Greater Geraldton Crime Prevention Committee	<ol style="list-style-type: none"> a. follow the Community Safety Crime Prevention Plan; b. work on the listed priorities; and c. provide advice to Council on matters relating to community safety and crime prevention.
Greater Geraldton Community Grants Committee	<ol style="list-style-type: none"> a. must be a not for profit incorporated body or be supported by an incorporated body; b. the applicants must also contribute cash or in kind to the project; c. 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 and/or the 2029 and Beyond Community Charter; d. the applicants must be residents of Greater Geraldton; e. appropriate accountability processes are in place to satisfy an audit; f. projects have not commenced;
Greater Geraldton Reconciliation Committee	<ol style="list-style-type: none"> a. the Committee has been working towards developing: <ol style="list-style-type: none"> i. A vision and mission statement; ii. Welcome to Country protocol, procedure and signage; iii. Indigenous Employment Policy; and iv. Reconciliation Action Plan.
Public Arts Advisory Committee	<ol style="list-style-type: none"> a. the role of the Public Art Advisory Committee includes: <ol style="list-style-type: none"> i. The provision of expert advice to Council; and ii. Identification of opportunities for projects within the: <ul style="list-style-type: none"> • annual City budget; • development application to Council; • through public and community involvement; • partnerships within the community and other agencies; and • identification of appropriate grant programs;

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	<ul style="list-style-type: none"> iii. where appropriate, the Committee will make determinations about the style and scope of a project and will provide advice to Council; iv. the Committee will provide advice regarding the need or otherwise to contract an art consultant to undertake some or all of the work associated with a project and will prepare scoping documents for the art coordination component; and v. the Committee may sometimes resolve to undertake the coordination of a project from within their ranks. In this case, the coordination of a project from within their ranks. In this case, the committee will be responsible for scoping, budgeting, developing an artwork brief, managing the advertising and section process, and ensuring a quality outcome is achieved on time and on budget. <p><i>NB: Where the committee is coordinating a public art project that requires additional expertise in assessing the design concepts, the committee will co-opt a professional with the appropriate skill sets to provide that advice.</i></p>
<p>Greater Geraldton Regional Art Gallery Management Committee</p>	<ul style="list-style-type: none"> a. to support and promote the Geraldton Regional Art Gallery's vision and mission statements. These are: <ul style="list-style-type: none"> i. To be a leading regional art gallery in Western Australia and a centre of artistic excellence accessible to all in the Region; and 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. b. through the Geraldton Regional Art Management Committee, ensure that the strategic and operational plans of the Geraldton Regional Art Gallery align with its key stakeholders and consider the expectations of relevant regional communities; and c. to provide for the safety and well being of the staff of the Geraldton Regional Art Gallery including visitors and contractors.
<p>Queen Elizabeth II Seniors and Community Centre Advisory Committee</p>	<ul style="list-style-type: none"> a. 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; b. to develop community awareness of the potential and limitations of these facilities; c. 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; d. to make recommendations to Council on modifications to and development of these facilities in line with changing community and user needs; e. to provide a means of communication between The City Greater Geraldton and the people who use the Queen

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	<p>Elizabeth II Seniors & Community Centre; and</p> <p>f. 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;</p>
<p>Sister City Economic and Cultural Development Advisory Committee</p>	<p>a. To provide a forum for discussion and framing recommendations to Council to:</p> <ol style="list-style-type: none"> i. Create goodwill and better understanding between the peoples of the world ii. through ‘people to people’ contact. iii. Foster international understanding. iv. Consider all matters relating to the maintenance and establishment of goodwill v. with Council’s established Sister Cities. vi. Contribute towards the growth of understanding and co-operation between the vii. peoples of different nations through promoting close interchanges in the field of viii. education, social development, culture, the arts, sport and commerce, by: <ul style="list-style-type: none"> • Promoting community awareness of the existence of Sister City affiliations; • Promoting community awareness of the objectives of the Sister City affiliations; • Fostering the exchange of information, literature and people between the respective communities. ix. Act as a nucleus and co-ordinating body to establish an ongoing programme of liaison with Sister City affiliates. x. Co-ordinate the establishment of contacts in respective communities through dissemination of literature, and facilitating identification and introduction of people with common interests. xi. Identify potential opportunities for financial assistance and sponsorship to promote the objectives of the Sister Cities affiliations.
<p>Greater Geraldton Roadwise Committee</p>	<ol style="list-style-type: none"> a. the Western Australian Local Government Associations RoadWise programs’ main objective is to prevent and reduce deaths and serious injuries on local roads; b. the quorum for any meeting of the RoadWise Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not; and c. frequency of RoadWise Committee meetings is a matter for determination by the Committee.
<p>Heritage Advisory Committee</p>	<ol style="list-style-type: none"> a. Oversee the Heritage Policy; b. Report to Council on matters relating to the Heritage Policy; and c. Advise Council on Heritage Matters.
<p>Western Australian</p>	<ol style="list-style-type: none"> a. The Alliance parties work collaboratively to achieve the

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<p>Regional Cities Alliance Committee</p>	<p>future sustainable development of the State of Western Australia;</p> <ul style="list-style-type: none"> b. The Alliance is accepted as a legitimate and respected grouping within the arrangements resulting from the current Local Government Structural Reform process; c. All significant matters impacting upon regional cities are referred to the Western Australian State Cabinet for review; d. That appropriate allocations will be directed to regional cities in Roads to Recovery (R2R) funding in recognition of their higher infrastructure and service provision requirements; e. That the emergence of the Alliance Cities occurs in a balanced fashion, recognising the infrastructure needs and associated funding requirements of sub-regional centres within their hinterlands; f. The Alliance Cities evolve into fully-fledged alternatives to the Perth Metropolitan Area as locations for the growing population of the State; g. The State's future population growth and its associated demands for social, economic and environmental amenity are distributed in a sustainable fashion. The Alliance believes that a realistic target is for 50% of the projected population growth to occur in regional areas, with 25% to be located in regional cities; h. The Alliance is positioned and resourced to represent the interests of its members and to enable synergies at operational and strategic levels; i. There is the capability for two further regional cities from the Pilbara and/or the Kimberley regions respectively to join the Alliance; j. There are regular opportunities for engagement, representation and dialogue with and between: <ul style="list-style-type: none"> i. The Premier, the Minister for Regional Development, other Ministers as relevant and Mayors of the Alliance member Cities; ii. Senior Government Officers and Ministerial Advisors, and Chief Executive Officers of the Alliance member Cities;
<p>Mullewa Resource & Tourist Committee</p>	<ul style="list-style-type: none"> a. providing visitors and members of the community access to a variety of information technology and office equipment and room hire options; b. providing access to Computer and Internet; c. provide free access to online Government services as well as a selection of brochures on Government services; d. providing access to TransWA Agent; e. providing access to Medicare easyclaim service; f. providing access to Educational and lifestyle courses; g. producing the local monthly newspaper 'Mullewa Mail'; and h. providing access to tourist information.
<p>Mullewa Community Trust</p>	<ul style="list-style-type: none"> a. Disbursement from the Structural Adjustment Fund shall only be made for public benefit of the Mullewa District, by resolution of Council
<p>The Greater</p>	<ul style="list-style-type: none"> a. strategic approach to the economic development of Greater

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<p>Geraldton Futures Governance Alliance</p>	<p>Geraldton;</p> <ul style="list-style-type: none">b. review, facilitate and implement the recommendations of the Geraldton Digital Strategy, Geraldton City Centre Vibrancy Strategy, IBM Smarter Cities Report 2012;c. promote Geraldton as the regional centre and their leadership role in development of the area;d. review, facilitate and implement a coordinated marketing and promotion of Geraldton, focusing on economic development, tourism and recruitment to the region;e. review and facilitate an integrated approach to tourism;f. review and facilitate the integration of economic development information; andg. to review, investigate and recommend to Council options to include transitioning the Alliance into a separate incorporated body. Examples include Townsville Enterprise, Geelong G21, Greater Bunbury Economic Alliance, and Wellington Economic Alliance;
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