



# COMMITTEE BOOK

VOLUME 4  
NOVEMBER 2017 TO OCTOBER 2019

## 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 (5.36-5.39) 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:

Mayor Shane Van Styn  
Cr Neil McIlwaine, Deputy Mayor  
Cr Robert Hall  
Cr David Caudwell  
Cr Tarleah Thomas

#### City of Geraldton - support staff

Director of Corporate & Commercial Services or delegate.

#### Council Resolution:

Date: 28 November 2017  
Item Number: CEO048

#### Term of Office:

Expires on the 19 October 2019 or as determined by Council

#### Terms of Reference

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

- a. appoint 5 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 6 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: As at 18 December 2017*

## 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 (1) 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*

The Audit Committee is to provide an independent oversight of the financial systems of a local government on behalf of the Council. As such, the committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the local government's financial reporting and audit responsibilities.

The purpose of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

### Committee Members:

All members shall have full voting rights.

Mayor Shane Van Styn – Chair  
 Vacant  
 Cr Neil McIlwaine, Deputy Mayor  
 Cr David Caudwell

*Appointments of Chair / Deputy Chair: 15 March 2018*

### City of Geraldton - support staff

Director of Corporate & Commercial Services or delegate.

### Council Resolution:

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| Date:        | 28 November 2017                           |
| Item Number: | CEO048                                     |
| Date:        | 27 March 2017                              |
| Item Number: | CCS219 – Update to Audit Committee Charter |

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| Term of Office: |
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Expires on the 19 October 2019 or as determined by Council

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

- a. The committee will consist of four members and one proxy with the members and proxy being elected members;
  - b. Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
  - c. 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.
  - d. Liaise with the CEO to ensure that the local government does everything in its power to –
    - assist 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;
  - e. Examine the reports of the auditor after receiving a report from the CEO on the matter 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;
  - f. 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;
  - g. Review the scope of the audit plan and program and its effectiveness;
  - h. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
  - i. Review the level of resources allocated to internal audit and the scope of its authority;
  - j. 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;
  - k. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
  - l. Review the local government's draft annual financial report, focusing on –
    - accounting policies and practices;
    - changes to accounting policies and practices;
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- the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years;
- m. 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;
- n. 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;
- o. 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;
- p. Review the annual Compliance Audit Return and report to the council the results of that review, and
- q. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

*Reference Audit Committee Charter – March 2018*

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| <b>Delegation:</b> |
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In accordance with Section 7.1 (b) of the Local Government Act 1995.

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| <b>Meeting Details (if known)</b> |
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Meetings are to be held at least quarterly with additional meetings to be convened at the discretion of the presiding person.

*Update: As at 3 April 2018 – Appointment of Chair*

### 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:**

Cr Jerry Clune - Chair  
Cr Robert Hall  
Cr Michael Reymond

*Appointment of Chair: 10 March 2018*

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

Emergency Operations Officer, Chief Bushfire Control Officer – City of Greater Geraldton

Senior Fire Officer, Deputy Chief Bushfire Control Officer - City of Greater Geraldton

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 of Infrastructure Services or delegate.

**Council Resolution:**

Date: 28 November 2017

Item Number: CEO048

**Term of Office:**

Expires on the 19 October 2019 or as determined by Council

**Terms of Reference:**

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

- a. appoint 3 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.

*Update: As at 19 April 2018 – Appointment of Chair*



#### **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:

Cr Jerry Clune - Chair  
 Cr Tarleah Thomas  
 Cr Jennifer Critch  
 Cr Natasha Colliver

*Appointment of Chair: 1 February 2018*

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

Emergency Operations Officer, Chief Bushfire Control Officer – City of Greater Geraldton

Senior Fire Officer, Deputy Chief Bushfire Control Officer - City of Greater Geraldton

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 of Infrastructure Services or delegate.

##### Council Resolution:

Date: 28 November 2017

Item Number: CEO048

##### Term of Office:

Expires on the 19 October 2019 or as determined by Council

##### Terms of Reference:

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

- a. appoint 4 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: As at 19 April 2018 – Appointment of Chair*

#### **4.5 Greater Geraldton Crime Prevention Committee**

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

##### **Purpose:**

A Community Safety and Crime Prevention Plan for City of Geraldton, Shire of Greenough and Shire of Chapman Valley was adopted by all Councils in 2004. This was updated to Greater Geraldton plan in 2007, and revised again in 2017. The Plan stipulates that the City will host the Greater Geraldton Crime Prevention Committee, which is the overarching committee for Crime Prevention in the City.

##### **Committee Members:**

Cr Robert Hall (Chair)  
 Cr Jennifer Critch (Proxy Chair)  
 Cr Natasha Colliver  
 Cr Victor Tanti  
 Cr Michael Reymond

*Appointment of Chair/Proxy Chair: 21 February 2018*

##### *External Members*

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|-----------------|--|
| Nominee from    | MEEDAC   |
| Nominee from    | WA Police – OIC Geraldton                          |
| Nominee from    | WA Police – OIC Mullewa                            |
| Nominee from    | WA Police – Midwest Gascoyne Youth Engagement Team |
| Ian Blayney MLA | 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    | Department of Justice                              |
| Nominee from    | 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 of Development & Community Services or delegate.

##### **Council Resolution:**

|              |                  |
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| Date:        | 28 November 2017 |
| Item Number: | CEO048           |

##### **Term of Office:**

Expires on the 19 October 2019 or as determined by Council

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

- a. appoint 5 Elected Members to this committee;
- b. follow the Community Safety Crime Prevention Plan;
- c. work on the listed priorities; and
- d. provide advice to Council on matters relating to community safety and crime prevention.

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| Delegation: |
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There is no delegated authority.

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| Meeting Details (if known) |
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Meetings are held as required.

*Update: As at 20 March 2018 – Chair/Deputy Chair appointments*

#### **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:

Cr Steve Douglas  
Cr Jennifer Critch  
Cr Simon Keemink  
Cr Michael Reymond  
Vacant

##### *External members*

Community Representative – to be appointed  
Community Representative – to be appointed

##### City of Greater Geraldton - support staff

Director of Corporate & Commercial Services or delegate.

##### Council Resolution:

Date: 28 November 2017  
Item Number: CEO048

##### Term of Office:

Expires on the 19 October 2019 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 5 Elected Members to this committee;
- b. appoint 2 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 5 Councillors and representatives from the indigenous community and broader community are elected for the Term of Office
- j. the Term of Office Councillors who are not Committee Members are permitted to attend meetings as observers.

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| Delegation: |
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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) |
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Meetings held as required.

*Update: As at 18 December 2017*

#### **4.8 Geraldton Regional Art Management Committee**

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

##### **Purpose:**

To support and promote the Geraldton Regional Art Gallery's vision and mission statements

##### **Committee Members**

Cr Neil McIlwaine, Deputy Mayor (Chair)  
 Cr Steve Douglas  
 Cr Sally Elphick  
 Cr Michael Reymond

*Appointment of Chair: 12 December 2017*

*External Members – Representatives from the following groups/agencies:*  
 Arts and Cultural Development Council (ACDC) nominated representative  
 Yamaji Art nominated representative

*Five community representatives:*

Edie Mitsuda;  
 Gary Martin;  
 Mark Lennard;  
 Sari Jacobsen;  
 Emmaline James

*External members named will be replaced with a 'Nominee from' should they step down as a Member*

##### **City of Greater Geraldton – Support Staff**

Director of Development & Community Services or delegate.

##### **Council Resolution**

Date: 28 November 2017  
 Item Number: CEO048

*Update – Community representatives.*

Date: 27 November 2018  
 Item Number: DCS391

##### **Terms of Office**

Expires on the 19 October 2019 or as determined by Council

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

- a. to appoint 4 Elected members to this Committee;
- b. to appoint 5 community representatives to this committee;
- c. 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;
  - iii. to support the implement of the Public Art Strategy;
  - iv. to provide guidance and internal and external proponents on public art;
  - v. to provide council with advise and recommendations on public art and the Geraldton Regional art Gallery; and

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| Delegation |
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The committee has no delegation.

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| Meeting details (if known) |
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Meetings are held quarterly.

*Update: As at 30 November 2018*



#### **4.9 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:

Cr Robert Hall – Chair  
 Cr Steve Douglas - Proxy Chair  
 Cr Simon Keemink

##### *External Members – Representatives from the following groups:*

Piccadilly Dance Club  
 Over 50's Gentle Gym  
 Geraldton Probus Club  
 Friendly Squares Dance Club  
 Pensioner's Social Club  
 National Seniors Inc.  
 Seniors Action Group

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

##### City of Greater Geraldton - support staff

Director of Development & Community Services or delegate.

##### Council Resolution:

Date: 28 November 2017  
 Item Number: CEO048

##### Term of Office:

Expires on the 19 October 2019 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 3 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;
- 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 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;

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| Delegation: |
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There is no delegated authority.

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| Meeting Details (if known) |
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Meetings held quarterly

*Updated as at 4 January 2019 – Meeting details*

#### **4.10 Greater Geraldton Roadwise Committee**

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

##### **Purpose:**

The RoadWise Committee structure provides a regular forum within which stakeholders can consider and discuss road safety issues, together with the mechanism for planning, implementing and evaluating community-based social marketing activities.

From a local community level perspective, RoadWise committees exist throughout the State and are operational in every region and aim to enhance the capacity for external groups and individuals to participate in local road safety issues.

The aim of the program is to secure greater community and regional stakeholder involvement in delivering road safety initiatives.

The framework of which RoadWise works under to achieve this is the Road Safety Strategy for 2008 - 2020 - "Towards Zero".

This looks at *Safe Road Users* driving on *Safe Roads* and *Road Sides* in *Safe Vehicles* at *Safe Speeds*.

This is called the Safe System approach.

The above mentioned cornerstones are proven to be the best way to reduce the road toll.

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| Committee Members: |
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Cr Robert Hall  
 Cr Tarleah Thomas  
 Cr Victor Tanti  
 Cr Michael Reymond

*External Members – Representatives from the following groups/agencies:*  
 Samantha Adams - Regional Road Safety Advisor – Western Australian Local Government (WALGA) Midwest Region  
 Sarah Page - Customer Service Manager Mid West-Gascoyne Region, Main Roads Western Australia (MRWA) Midwest Region  
 Representative from - Country Women's Association (CWA)  
 Kate McConkey - Midwest Officer, Department of Education – SDERA  
 Ian Blayney MLA - Member for Geraldton, Parliament of Western Australia  
 S/C Keith Burrows & Sgt Peter Gerada - Geraldton Police Complex, Midwest-Gascoyne Traffic Enforcement Group  
 Mel Smith, Community Volunteer - Secretary  
*External Members named will be replaced with a 'Nominee From' should they step down as a Member.*

City of Greater Geraldton - support staff

Director of Infrastructure Services or delegate.

Council Resolution:

Date: 28 November 2017

Item Number: CEO048

Term of Office:

Expires on the 19 October 2019 or as determined by Council

Terms of Reference

ABIDE by the Terms of Reference as set by the RoadWise Committee to be:

- a. appoint 4 Elected Members to this Committee;
- b. the Western Australian Local Government Associations RoadWise programs' main objective is to prevent and reduce deaths and serious injuries on local roads;
- c. 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
- d. frequency of RoadWise Committee meetings is a matter for determination by the Committee.

Delegation:

There is no delegated authority.

Meeting Details (if known)

Meetings held approximately 2 monthly.

*Update: As at 18 December 2017*

#### **4.11 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.

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| <b>Committee Members:</b> |
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Cr Tarleah Thomas – Chair  
 Cr Victor Tanti  
 Cr Michael Reymond - Proxy Chair  
 Cr Graeme Bylund  
 Vacant

*Appointment of Chair/Proxy Chair: 1 February 2018*

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

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

Community Representative – Marilyn McLeod\*

Community Representative – Paul Connolly\*

*\*Appointment until 19 October 2019 or as determined by Council.*

*Ex-Officio Members:*

City Heritage Advisor  
 Representative from the Aboriginal Community  
 Manager WA Museum Geraldton  
 Representative from the National Trust WA  
 City of Greater Geraldton Staff

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| City of Greater Geraldton - support staff |
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Director of Development & Community Services or delegate.

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| <b>Council Resolutions:</b> |
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Date: 28 November 2017

Item Number: CEO048

Date: 19 December 2017

Update: Adopt the Policy; and the Terms of Reference

Item Number: DCS355

Date: 27 February 2017

Update: Endorse appointment of community representatives

Item Number: DCS357

Term of Office:

Expires on the 19 October 2019 or as determined by Council

Terms of Reference

SET the Terms of Reference of the Heritage Advisory Committee to be:

- a. appoint 5 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. d. 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; and
- i. 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 Mullewa each year.

*Update: As at 1 March 2018 – appointments of Chair/Proxy Chair*

#### **4.12 HMAS Sydney II Memorial Advisory Committee**

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

This group reports to: Council

##### **Purpose:**

Purpose of Committee is in keeping with the significance of the HMAS Sydney II Memorial as a Military Memorial of National Significance, it should have a high visibility within the community. This committee will ensure continuity of community input into the management, marketing and long term planning for the Memorial

##### **Committee Members:**

Cr Michael Reymond – Chair  
 Cr Natasha Colliver – Proxy Chair  
 Cr Graeme Bylund  
 Vacant

*Appointment of Chair/Deputy Chair: 14 December 2017*

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

Naval Association of Australia  
 Geraldton Voluntary Tour guides  
 Rotary Club of Geraldton  
 Returned and Services League  
 HMAS Sydney II Memorial Warden

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

##### **City of Greater Geraldton - support staff**

Director of Infrastructure Services or delegate.

##### **Council Resolution:**

Date: 28 November 2017  
 Item Number: CEO048

##### **Term of Office:**

Expires on the 19 October 2019 or as determined by Council

##### **Terms of Reference**

SET the Terms of Reference of the HMAS Sydney II Memorial Advisory Committee to be:

- a. appoint 4 Elected Members to this Committee;
- b. Provide advice to Council in the implementation of the HMAS Sydney II Memorial Conservation Framework;

- c. Seek nominations and make recommendation to Council on the appointment of a Warden;
- d. Act as a point of liaison between Council and Community and assist with community engagement and consultation to ensure high quality community input on matters relating to the management, marketing and long term planning for the Memorial;
- e. Provide advice to Council on matters relating to protocols for activities at the Memorial; and
- f. Act as ambassadors for the Memorial.

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| Delegation: |
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There is no delegated authority

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| Meeting Details (if known) |
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Meetings held as required.

*Update: As at 18 December 2017*