

4. COUNCIL COMMITTEES

5.1 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:

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

Council Members (five)

1. Mayor J Clune
- 2.
- 3.
- 4.
- 5.

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

City of Geraldton - support staff

Director Corporate Services or delegate.

Council Resolution:

Date:

Item Number:

Term of Office:

Membership expires 18 October 2025 or as determined by Council

Terms of Reference

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.

5.2 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 proxy)

1. Mayor J Clune

2.

3.

4.

One Proxy

1.

Appointments of Chair / Deputy Chair:

City of Geraldton - support staff

Director Corporate Services or delegate.

Council Resolution:

Date:

Item Number:

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:

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

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 elected members and a proxy elected member. All members shall have full voting rights.

3.2. Chairperson

The position of Chairperson shall be appointed by a vote of the committee following a call for nominations for the position.

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.

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; .
 - 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)*;
 - the *Local Government (Financial Management) Regulations 1996* 5(2)(c); and
- 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. Annexure1 – Audit Committee Member Induction Checklist

Activity	Completed
Authority, composition and meetings	
Read and understand the Audit Committee Terms of Reference	
Read the Audit Committee minutes for the last year	
External reporting	
Read the prior year financial report	
Read and understand the City's legislative compliance requirements, as reported in the Compliance Audit Return	
External Audit	
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	
Internal Audits	
Review the City's internal audit plan	

Read and understand the City’s Audit Action list	
System of internal control and risk management	
Read and understand the City’s risk management framework, including the risk management policy and risk appetite and tolerance statements	
Compliance and Ethics	
Read and understand the processes for managing complaints and public interest disclosures	
Fraud	
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	
Related Party Transactions	
Read and understand the Related Party Transaction Policy	
Governance Framework	
Read and understand the organisational structure	
Read and understand the City’s delegation register	

TORs reviewed and updated at first meeting – 6 December 2021

Internal Reference: D-21-130374

Delegation:

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

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.

Updated: 3 March 2022 – Full Terms of Reference added.

5.3 *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.

Committee Members:

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

Council Members (three)

1. Mayor J Clune
- 2.
- 3.

Appointments of Chair / Deputy Chair:

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.

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. 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:

Item Number:

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:

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)

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](#)

5.4 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 (four)

1. Mayor J Clune
- 2.
- 3.
- 4.

Appointments of Chair / Deputy Chair:

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.

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

Item Number:

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:

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)

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](#)

5.5 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:

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

Council Members (three and one Proxy)

- 1.
- 2.
- 3.

One Proxy

- 1.

Appointments of Chair / Deputy Chair:

Other Persons/External Members

Western Australia Police (three)

Officer in Charge, Geraldton (or proxy)

Officer in Charge, Mullewa (or proxy)

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

Community Representative (two)

Ms Leonie Taylor

Mr Tim Milnes

Voting Members: Eight

These appointments to apply until the expiration date of 18 October 2 or as determined by Council

Other Attendees – Invitation Only (non-voting):

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

City of Greater Geraldton - support staff

Director of Community and Culture or delegate.

Council Resolutions:

Date:

Item Number:

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 and one proxy to this Committee;
- c. appoint three 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 are held quarterly.

*Update: 26 April 2022 – Appointment of others endorsed by Council
Terms of Reference updated.*

5.6 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.
- 2.
- 3.
- 4.
- 5.

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:

Item Number:

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.

5.7 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) 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.
- 2.
- 3.
- 4.

Appointments of Chair / Deputy Chair:

Other Persons/External Members

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

5. Yamaji Art/Mara Arts Aboriginal Corporation

Community Representatives (four):

- 6.
- 7.
- 8.
- 9.

Voting Members : Nine

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

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:

Item Number:

Term of Office

Membership expires 18 October 2025 or as determined by Council

Terms of Reference

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;
- d. To appoint an Aboriginal Community group representative to this Committee;
- e. To provide Council with support and guidance with the implementation of 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

The Committee has no delegation.

Meeting details (if known)

Meetings are held quarterly.

5.8 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.
- 2.
- 3.
- 4.

Appointments of Chair / Deputy Chair:

Other Attendees – Invitation Only (non-voting):

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 of Community and Culture or delegate.

Council Resolution:

Date:

Item Number:

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 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;
 - d. to develop community awareness of the potential and limitations 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:

There is no delegated authority.

Meeting Details (if known)

Meetings held quarterly

5.9 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, 2017-2022

Committee Members:

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

Council Members (five):

- 1.
- 2.
- 3.
- 4.
- 5.

Appointments of Chair / Deputy Chair: 23 December 2021

Other Persons/External Members

One Representatives from the following groups/agencies (five):

Walkaway Station Museum Inc.
Greenough Museum and Gardens Community Association Inc
Geraldton Historical Society Inc.
Museum of Geraldton
Mullewa Heritage Sub-Committee

Community Representatives (two):

- 1.
- 2.

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

City of Greater Geraldton - support staff

Director of Community and Culture or delegate, including:
Manager Libraries, Heritage and Gallery Services
Coordinator Heritage Services
Coordinator Strategic Planning, Urban and Regional Development
Aboriginal Engagement Officer
Administration Support Officer

Ex-Officio Member:

City Heritage Advisor

Council Resolutions:

Date:

Item Number:

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 five Council Members to this Committee;
- c. Councillor will be the elected Chair;
- d. Appoint five External Members representing local heritage groups and museums;
- e. Community nominees will address specific criteria when nominating for membership of the Committee;
- f. Nominations for community membership will be assessed by the HAC, which will make recommendations to Council for the appointment of two representatives;
- g. 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;
- h. Minutes of meetings will be circulated within five working days following the meeting;
- i. 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;
- j. At least one meeting per year will be held at Mullewa, Greenough or Walkaway; and
- k. 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.

5.10 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
- 2.
- 3.
- 4.
- 5.

Deputy Committee Members:

- 1.
- 2.

Appointments of Chair / Deputy Chair:

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:

Item Number:

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 Terms of Reference to be as listed below: *[Internal Reference D-23-083270]*

City of Greater Geraldton

4.32 BEHAVIOUR COMPLAINTS COMMITTEE TERMS OF REFERENCE

SUSTAINABILITY THEME

Leadership

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.	CS047 27/06/2023	New Policy		

Delegation:

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)

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