



COMMITTEE BOOK

VOLUME 6
NOVEMBER 2021 TO OCTOBER 2023

TABLE OF CONTENTS

1.	DOCUMENT LOG	4
2.	QUICK REFERENCE BY COMMITTEE.....	5
3.	QUICK REFERENCE BY COUNCIL MEMBER	7
	3.1 MAYOR SHANE VAN STYN	7
	3.2 DEPUTY MAYOR CR JERRY CLUNE.....	8
	3.3 CR NATASHA COLLIVER	9
	3.4 CR STEVE COOPER.....	10
	3.5 CR JENNIFER CRITCH	11
	3.6 CR ROBERT (BOB) HALL.....	12
	3.7 CR SIMON KEEMINK.....	13
	3.8 CR MICHAEL LIBRIZZI	14
	3.9 CR KIM (BUTCH) PARKER.....	15
	3.10 CR MICHAEL REYMOND	16
	3.11 CR VICTOR TANTI	17
	3.12 CR TARLEAH THOMAS	18
4.	COUNCIL COMMITTEES	19
	4.1 CEO PERFORMANCE REVIEW COMMITTEE	19
	4.2 CITY OF GREATER GERALDTON AUDIT COMMITTEE	21
	4.3 GREENOUGH BUSH FIRE ADVISORY COMMITTEE	27
	4.4 MULLEWA BUSH FIRE ADVISORY COMMITTEE	31
	4.5 GREATER GERALDTON CRIME PREVENTION COMMITTEE	35
	4.6 GREATER GERALDTON COMMUNITY GRANTS COMMITTEE.....	37
	4.7 GERALDTON REGIONAL ART ADVISORY COMMITTEE	39
	4.8 QUEEN ELIZABETH II SENIORS AND COMMUNITY CENTRE ADVISORY COMMITTEE.....	41
	4.9 HERITAGE ADVISORY COMMITTEE	43
5.	EXTERNAL GROUPS COMPRISING OF THE CITY OF GREATER GERALDTON'S REPRESENTATIVES	45
	5.1 REGIONAL CAPITALS ALLIANCE WA	45
	5.2 MUSEUM OF GERALDTON ADVISORY COMMITTEE	47
	5.3 BATAVIA LOCAL EMERGENCY MANAGEMENT COMMITTEE	49
	5.4 MID WEST REGIONAL ROAD GROUP	50
	5.5 REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL	52
	5.6 MID WEST SPORTS FEDERATION INC BOARD OF MANAGEMENT.....	54
	5.7 REGIONAL CAPITALS AUSTRALIA	55
	5.8 MULLEWA COMMUNITY TRUST COMMITTEE.....	57
6.	LIST OF CITY REPRESENTATIVES FOR APPOINTMENT TO WALGA COMMITTEES.....	58
	6.1 NORTHERN COUNTRY ZONE OF WALGA	58
	6.2 WALGA MUNICIPAL WASTE ADVISORY COUNCIL	59
7.	LIST OF DISBANDED/DISCONTINUED COUNCIL COMMITTEES	61
8.	APPENDIX 1: COMMITTEE MEETING MINUTES.....	62
9.	APPENDIX 2: MEETING PROCEDURES LOCAL LAW 2011.....	62
10.	APPENDIX 3: COUNCIL POLICY CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES.....	62
11.	APPENDIX 4: COUNCIL POLICY - OPERATION OF ADVISORY COMMITTEES... 	62
12.	APPENDIX 5: LOCAL GOVERNMENT ACT 1995	62
13.	APPENDIX 6: LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021	62

14. APPENDIX 7: LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996.
.....**62**

1. DOCUMENT LOG

Committee	Update details	Date approved by Council/Committee
Volume 6	Appointments to Council Committees and External Committees, Boards and Groups approved by Council	23 November 2021 CEO085 and CEO086
Geraldton Regional Art Management Committee	Peter Fiorenza resigned as a Council Member – removed from membership	N/a
Heritage Advisory Committee	Peter Fiorenza resigned as a Council Member – removed from membership	N/a
Geraldton Regional Art Management Committee	Cr J Critch appointed as member approved by Council	25 January 2022 CEO090
Geraldton Regional Art Advisory Committee	Other persons appointments approved by Council and note name change from 'Management' to 'Advisory Committee'	22 February 2022 DCS515
Heritage Advisory Committee	Other persons appointments approved by Council	22 February 2022 DCS516
City of Greater Geraldton Audit Committee	Full terms of reference added	3 March 2022
Greenough Bushfire Advisory Committee	Terms of Reference updated	24 March 2022
Mullewa Bushfire Advisory Committee	Terms of Reference updated	24 March 2022
Greater Geraldton Community Grants Committee	Terms of Reference updated	29 March 2022
Greater Geraldton Crime prevention Committee Representation	Other persons appointments approved by Council. Terms of Reference Updated	26 April 2022

2. QUICK REFERENCE BY COMMITTEE

Committee Type:

C – Committee appointed by the Council

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

W – Committee Appointed by the WA Local Government Association

Name	Type	Council Members Appointed	Contact
Council Committees			
CEO Performance Review Committee	C	Mayor Shane Van Styn Deputy Mayor Cr Jerry Clune Cr Natasha Colliver Cr Tarleah Thomas Cr Robert (Bob) Hall	Director of Commercial & Corporate Services
City of Greater Geraldton Audit Committee	C	Mayor Shane Van Styn Deputy Mayor Cr Jerry Clune Cr Natasha Colliver Cr Michael Reymond Cr Tarleah Thomas (Proxy)	Director of Commercial & Corporate Services
Greenough Bush Fire Advisory Committee	C	Deputy Mayor Cr Jerry Clune Cr Steve Cooper Cr Kim (Butch) Parker	Director of Infrastructure Services
Mullewa Bush Fire Advisory Committee	C	Deputy Mayor Cr Jerry Clune Cr Steve Cooper Cr Tarleah Thomas Cr Michael Librizzi	Director of Infrastructure Services
Greater Geraldton Crime Prevention Committee	C	Cr Robert (Bob) Hall Cr Jennifer Critch Cr Natasha Colliver Cr Michael Reymond [Proxy]	Director of Development & Community Services
Greater Geraldton Community Grants Committee	C	Cr Simon Keemink Cr Michael Reymond Cr Victor Tanti Cr Jennifer Critch Cr Michael Librizzi	Director of Commercial & Corporate Services
Geraldton Regional Art Advisory Committee	C	Cr Michael Reymond Cr Steve Cooper Cr Kim (Butch) Parker Cr Jennifer Critch	Director of Development & Community Services
Queen Elizabeth II Seniors and Community Centre Advisory Committee	C	Cr Natasha Colliver Cr Simon Keemink Cr Michael Reymond Cr Robert (Bob) Hall	Director of Development & Community Services
Heritage Advisory Committee	C	Deputy Mayor Cr Jerry Clune Cr Natasha Colliver Cr Michael Reymond Cr Tarleah Thomas Cr Kim (Butch) Parker	Director of Development & Community Services

Name	Type	Council Members Appointed	Contact
External Committees			
Regional Capitals Alliance WA	E	Mayor Shane Van Styn	Chief Executive Officer
Museum of Geraldton Advisory Committee	E	Cr Robert (Bob) Hall; Cr M Reymond [Proxy];	Director of Development & Community Services
Batavia Local Emergency Management Committee	E	Mayor Shane Van Styn Deputy Mayor Cr Jerry Clune (Proxy)	Director of Infrastructure Services
Mid West Regional Road Group	E	Cr Tarleah Thomas Cr Michael Librizzi (Proxy)	Director of Infrastructure Services
Regional Joint Development Assessment Panel	E	Mayor Shane Van Styn Cr Robert (Bob) Hall Alternatives: Cr Natasha Colliver Deputy Mayor Cr Jerry Clune	Director of Development and Community Services
Mid West Sports Federation Inc Board of Management	E	Cr Michael Librizzi Cr Natasha Colliver (Proxy)	Director of Infrastructure Services
Regional Capitals Australia	E	Mayor Shane Van Styn	Chief Executive Officer
Mullewa Community Trust Committee	E	Cr Jennifer Critch Cr Robert (Bob) Hall (Proxy)	Chief Executive Officer
Northern Country Zone	W	Cr Jerry Clune Mayor Shane Van Styn (Proxy)	Chief Executive Officer
WALGA Municipal Waste Advisory Council	W	Cr Robert (Bob) Hall Deputy Mayor Cr Jerry Clune (Proxy)	Director of Development & Community Services

3. QUICK REFERENCE BY COUNCIL MEMBER

3.1 *Mayor Shane Van Styn*

Term expires October 2023

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

Current Membership

Name of Committee / Board / Panel	Appointment
<i>Council Committees</i>	
1. CEO Performance Review Committee	23 November 2021
2. City of Greater Geraldton Audit Committee	23 November 2021
<i>External</i>	
3. Regional Joint Development Assessment Panel	26 October 2021
4. Northern Country Zone of WALGA	26 October 2021
5. Regional Capitals Alliance WA	23 November 2021
6. Batavia Local Emergency Management Committee	23 November 2021
7. Regional Capitals Australia	23 November 2021

3.2 Deputy Mayor Cr Jerry Clune

Term expires October 2025

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

Current Membership

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees</i>	
1. CEO Performance Review Committee	23 November 2021
2. City of Greater Geraldton Audit Committee	23 November 2021
3. Greenough Bush Fire Advisory Committee	23 November 2021
4. Mullewa Bush Fire Advisory Committee	23 November 2021
5. Heritage Advisory Committee	23 November 2021
<i>External Committees</i>	
6. Batavia Local Emergency Management Committee [Proxy]	23 November 2021
7. Regional Joint Development Assessment Panel (Alternate member)	26 October 2021
8. Northern Country Zone of WALGA	26 October 2021
9. WALGA Municipal Waste Advisory Council [Proxy]	23 November 2021

3.3 Cr Natasha Colliver

Term expires October 2025

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

Current Membership

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. CEO Performance Review Committee	23 November 2021
2. City of Greater Geraldton Audit Committee	23 November 2021
3. Greater Geraldton Crime Prevention Committee	23 November 2021
4. Queen Elizabeth II Seniors and Community Centre Advisory Committee	23 November 2021
5. Heritage Advisory Committee	23 November 2021
External Committees	
6. Regional Joint Development Assessment Panel (Alternate member)	26 October 2021
7. Mid West Sports Federation Inc Board of Management [Proxy]	23 November 2021

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

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees</i>	
1. Greenough Bush Fire Advisory Committee	23 November 2021
2. Mullewa Bush Fire Advisory Committee	23 November 2021
3. Geraldton Regional Art Advisory Committee	23 November 2021
<i>External Committees</i>	
Nil.	

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

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. Greater Geraldton Crime Prevention Committee	23 November 2021
2. Greater Geraldton Community Grants Committee	23 November 2021
3. Geraldton Regional Art Advisory Committee	25 January 2022
External Committees	
4. Mullewa Community Trust Committee	23 November 2021

3.6 Cr Robert (Bob) Hall*Term expires October 2023*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. CEO Performance Review Committee	23 November 2021
2. Greater Geraldton Crime Prevention Committee	23 November 2021
3. Queen Elizabeth II Seniors and Community Centre Advisory Committee	23 November 2021
External Committees	
4. Museum of Geraldton Advisory Committee	23 November 2021
5. Regional Joint Development Assessment Panel	26 October 2021
6. Mullewa Community Trust Committee [Proxy]	23 November 2021
7. WALGA Municipal Waste Advisory Council	23 November 2021

3.7 Cr Simon Keemink*Term expires October 2023*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees</i>	
1. Greater Geraldton Community Grants Committee	23 November 2021
2. Queen Elizabeth II Seniors and Community Centre Advisory Committee	23 November 2021
<i>External Committees</i>	
Nil.	

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

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees</i>	
1. Mullewa Bush Fire Advisory Committee	23 November 2021
2. Greater Geraldton Community Grants Committee	23 November 2021
<i>External Committees</i>	
3. Mid West Regional Road Group [Proxy]	23 November 2021
4. Mid West Sports Federation Inc Board of Management	23 November 2021

3.9 Cr Kim (Butch) Parker*Term expires October 2023*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. Greenough Bush Fire Advisory Committee	23 November 2021
2. Geraldton Regional Art Advisory Committee	23 November 2021
3. Heritage Advisory Committee	23 November 2021
External Committees	
Nil.	

3.10 Cr Michael Reymond*Term expires October 2023*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. City of Greater Geraldton Audit Committee	23 November 2021
2. Greater Geraldton Crime Prevention Committee [Proxy]	23 November 2021
3. Greater Geraldton Community Grants Committee	23 November 2021
4. Geraldton Regional Art Advisory Committee	23 November 2021
5. Queen Elizabeth II Seniors and Community Centre Advisory Committee	23 November 2021
6. Heritage Advisory Committee	23 November 2021
External Committees	
7. Museum of Geraldton Advisory Committee [Proxy]	23 November 2021

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

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. Greater Geraldton Community Grants Committee	23 November 2021
External Committees	
Nil.	

3.12 Cr Tarleah Thomas*Term expires October 2023*Click here to return to the [Quick Reference by Committee](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
Council Committees	
1. CEO Performance Review Committee	23 November 2021
2. City of Greater Geraldton Audit Committee [Proxy]	23 November 2021
3. Mullewa Bush Fire Advisory Committee	23 November 2021
4. Heritage Advisory Committee	23 November 2021
External Committees	
5. Mid West Regional Road Group	23 November 2021

4. COUNCIL COMMITTEES

4.1 CEO Performance Review Committee

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

Purpose:

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

Committee Members:

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

Council Members (five)

Mayor Shane Van Styn
Deputy Mayor Cr Jerry Clune
Cr Natasha Colliver
Cr Tarleah Thomas
Cr Robert (Bob) Hall

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

City of Geraldton - support staff

Director Corporate and Commercial Services or delegate.

Council Resolution:

Date:	23 November 2021
Item Number:	CEO0085

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. 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.

4.2 City of Greater Geraldton Audit Committee

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

Purpose:

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

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

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

Committee Members:

All members shall have full voting rights.

Council Members (four and one proxy)

Mayor Shane Van Styn [Chair]

Deputy Mayor Cr Jerry Clune [Deputy Chair]

Cr Natasha Colliver

Cr Michael Reymond

Cr Tarleah Thomas [Proxy]

Appointments of Chair / Deputy Chair: 6 December 2021

City of Geraldton - support staff

Director Corporate and Commercial Services or delegate.

Council Resolution:

Date: 23 November 2021

Item Number: CEO0085

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

The committee will consist of four 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.

4.3 **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)

Deputy Mayor Cr Jerry Clune [Chair]

Cr Steve Cooper

Cr Kim (Butch) Parker

Appointments of Chair / Deputy Chair: 27 January 2022

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 Chief Executive Officer (or Representative)
- 1 x Coordinator Emergency Management
- 1 x Administrative Support Officer

Council Resolution:

Date: 23 November 2021
Item Number: CEO0085

Term of Office:

Membership expires 21 October 2023 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](#)

4.4 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)

Deputy Mayor Cr Jerry Clune [Chair]

Cr Steve Cooper

Cr Tarleah Thomas

Cr Michael Librizzi

Appointments of Chair / Deputy Chair: 27 January 2022

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. 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 Chief Executive Officer (or Representative)
- 1 x Coordinator Emergency Management
- 1 x Administrative Support Officer

Council Resolution:

Date: 23 November 2021
Item Number: CEO0085

Term of Office:

Membership expires 21 October 2023 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](#)

4.5 Greater Geraldton Crime Prevention Committee

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

Purpose:

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

Committee Members:

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

Council Members (three and one Proxy)

Cr Robert (Bob) Hall [Chair]
Cr Natasha Colliver [Deputy Chair]
Cr Jennifer Critch
Cr Michael Reymond [Proxy]

Appointments of Chair / Deputy Chair: 16 March 2022

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

These appointments to apply until the expiration date of 21 October 2023 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 Community Services or delegate.

Council Resolutions:

Date: 23 November 2021
Item Number: CEO0085
Date: 26 April 2022
Item Number: DCS524

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. 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.*

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:

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

Council Members (five)

Cr Simon Keemink [Chair]
Cr Jennifer Critch [Deputy Chair]
Cr Michael Reymond
Cr Victor Tanti
Cr Michael Librizzi

Appointments of Chair / Deputy Chair: 29 March 2022

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: 23 November 2021
Item Number: CEO0085

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. 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.

Update: TORs updated by Committee – 29 March 2022

4.7 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)

Cr Steve Cooper [Chair]
Cr Michael Reymond [Deputy Chair]
Cr Kim (Butch) Parker
Cr Jennifer Critch

Appointments of Chair / Deputy Chair: 17 March 2022

Other Persons/External Members

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

Yamaji Art/Mara Arts Aboriginal Corporation

Community Representatives (four):

Ms Susan Smith
Ms Sari Jacobsen
Mr Mark Lennard
Ms Annalise Fosbery

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

City of Greater Geraldton – Support Staff

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

Council Resolutions

Date:	23 November 2021
Item Number:	CEO0085
Date:	25 January 2022
Item Number:	CEO090
Date:	22 February 2022
Item Number:	DCS515

Terms of Office

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

SET the Terms of Reference for the Geraldton Regional Art 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.

Updated: 23 February 2022

4.8 Queen Elizabeth II Seniors and Community Centre Advisory Committee

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

Purpose:

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

Committee Members:

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

Council Members (four)

Cr Natasha Colliver
Cr Simon Keemink
Cr Michael Reymond
Cr Robert (Bob) Hall

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 Development and Community Services or delegate.

Council Resolution:

Date: 23 November 2021
Item Number: CEO0085

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. 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

4.9 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):

Deputy Mayor Cr Jerry Clune [Chair]
 Cr Michael Reymond [Deputy Chair]
 Cr Natasha Colliver
 Cr Tarleah Thomas
 Cr Kim (Butch) Parker

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):

Ms Marilyn McLeod
 Mr Gary Warner

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

City of Greater Geraldton - support staff

Director Development and Community Services or delegate, 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: 23 November 2021
Item Number: CEO0085
Date: 22 February 2022
Item Number: DCS516

Term of Office:

Membership expires 21 October 2023 or as determined by Council

Terms of Reference

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

- a. 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.

Updated: 23 February 2022

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

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

5.1 *Regional Capitals Alliance WA*

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

This group is self-governing.

Purpose:

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

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

Committee Members:

Mayor Shane Van Styn

External Members

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

City of Greater Geraldton - support staff

Chief Executive Officer or his delegate

Council Resolution:

Date:	23 November 2021
Item Number:	CEO086

Term of Office:

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

Focus:

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

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

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

Delegation:

There is no delegated authority.

Meeting Details (if known)

Attend meetings as directed by Regional Capitals Alliance WA.

5.2 *Museum of Geraldton Advisory Committee*

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

This Group reports to: Museum of Geraldton.

Purpose:

A primary function of the Advisory Committees is community liaison. This reflects that they have a two-way role, of linking the Museum with community, community with the Museum. This also reflects that they have an important role in so far as advocating for the Museum and in fund raising. The Committees also can facilitate input of additional expertise into Museum operations.

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

Council Member appointed to represent the City of Greater Geraldton:

Cr Robert (Bob) Hall;
Cr M Reymond [Proxy];

City of Greater Geraldton - support staff

Director Development and Community Services or delegate

External Group Contact Details

Name	Regional Manager
Address	Museum of Geraldton 2 Museum Place Batavia Coast Marina Geraldton WA 6530
Tel:	08 9431 8393
E-mail:	reception@museum.wa.gov.au

Council Resolution:

Date:	23 November 2021
Item Number:	CEO086

Term of Office:

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

Terms of Reference

ABIDE by the Terms of Reference as set by the Department of Local Government, Sport and Cultural Industries.

Meeting Details (if known)

Attend meetings as directed by the Museum of Geraldton.

5.3 **Batavia Local Emergency Management Committee**

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

Purpose:

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

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

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

Committee Members:

Mayor Shane Van Styn
Deputy Mayor Cr Jerry Clune (Proxy)

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

City of Greater Geraldton - support staff

Director Infrastructure Services or delegate.

Council Resolution:

Date: 23 November 2021
Item Number: CEO086

Term of Office:

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

Terms of Reference

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

Delegation:

There is no delegated authority.

Meeting Details (if known)

Meetings are held every three months.

5.4 Mid West Regional Road Group

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

Purpose:

A Regional Road Group is responsible for:

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

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

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

Council Member appointed to represent the City of Greater Geraldton:

Cr Tarleah Thomas
Cr Michael Librizzi (Proxy)

City of Greater Geraldton - support staff

Director Infrastructure Services or delegate.

External Group's Contact Details

Name	Main Roads Mid West-Gascoyne Region
Address	Eastward Road, Geraldton WA6531
Tel:	9956 1200
Web:	Main Roads Western Australia

Council Resolution:

Date:	23 November 2021
Item Number:	CEO086

Term of Office:

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

Terms of Reference

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

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

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

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

Delegation:

There is no delegated authority.

Meeting Details (if known)

Attend meetings as directed by the Mid West Regional Road Group.

5.5 Regional Joint Development Assessment Panel

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

This Group reports to: Minister for Planning

Purpose:

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

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

Council Member appointed to represent the City of Greater Geraldton:

Mayor Shane Van Styn
Cr Robert (Bob) Hall

Alternate Local Government Representatives are
Deputy Mayor Cr Jerry Clune
Cr Natasha Colliver

City of Greater Geraldton - support staff

Director Development and Community Services.

External Group's Contact Details

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

Council Resolution:

Date:	26 October 2021
Item Number:	DCS504

Term of Office:

Development Assessment Panel Term for all Members is 26 January 2024.

Internal Ref: D-22-004141

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

Terms of Reference

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

Delegation:

Nil delegations

Meeting Details (if known)

Attend meetings as directed by the Development Assessment Panels.

5.6 *Mid West Sports Federation Inc Board of Management*

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

This Group reports to: Mid West Sports Federation Inc

Purpose:

Representation on the Mid West Sports Federation Inc. (MWSF) will provide benefits for the entire region due to the service they provide to athletes, coaches and officials from all around the region, from different Local Government Authorities (LGAs). The association of the City with the MWSF in providing these benefits to smaller LGAs will be viewed positively and enhance the relationship between the City and various LGAs in the Mid West region.

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

Council Member appointed to represent the City of Greater Geraldton:

Cr Michael Librizzi
Cr Natasha Colliver (Proxy)

City of Greater Geraldton - support staff

Director Infrastructure Services or delegate.

External Group's Contact Details

Name	Mid West Sports Federation Inc
Address	268-270 Foreshore Drive, Geraldton WA 6530
Tel:	(08) 9956 2178
Web:	Mid West Sports Federation

Council Resolution:

Date:	23 November 2021
Item Number:	CEO086

Term of Office:

Membership expires at the end of the Council Member's term or as determined by Council or the Mid West Sports Federation Inc Board of Management.

Terms of Reference

Continue the partnerships with the Mid West Sports Federation and work collaboratively to strengthen sport and recreation in our community

Delegation:

Nil delegations

Meeting Details (if known)

Attend meetings as directed by the Mid West Sports Federation.

5.7 *Regional Capitals Australia*

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

This group is self-governing.

Purpose:

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

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

Council Member appointed to represent the City of Greater Geraldton:
--

Mayor Shane Van Styn

City of Greater Geraldton - support staff

Chief Executive Officer or delegate.

External Group's Contact Details

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

Council Resolution:

Date:	23 November 2021
Item Number:	CEO086

Term of Office:

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

Terms of Reference / Mission & Vision

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

Delegation:

Nil delegations

Meeting Details (if known)

Attend meetings as directed by Regional Capitals Australia

5.8 Mullewa Community Trust Committee

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

Purpose:

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

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

Committee Members:

Cr Jennifer Critch
Cr Robert (Bob) Hall (Proxy)

External Members

A Member of the Farm Management Committee

A Member of the Trustee

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

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

City of Greater Geraldton - support staff

Director Development and Community Services or delegate.

Council Resolution:

Date: 23 November 2021

Item Number: CEO086

Term of Office:

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

Terms of Reference/Functions

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

Delegation:

Nil delegations

Meeting Details (if known)

Attend meetings as directed by the Mullewa Community Trust.

6. LIST OF CITY REPRESENTATIVES FOR APPOINTMENT TO WALGA COMMITTEES

6.1 Northern Country Zone of WALGA

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

This Group reports to: Western Australian Local Government Association.

Purpose:

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

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

Council Member appointed to represent the City of Greater Geraldton:
--

Deputy Mayor Cr Jerry Clune
Mayor Shane Van Styn (Proxy)

City of Greater Geraldton - support staff

Chief Executive Officer or delegate.

External Group's Contact Details

Address	Executive Officer, Northern Country Zone of WALGA Western Australian Local Government Association 15 Altona St West Perth WA 6005 PO Box 1544 West Perth WA 6872
---------	---

Council Resolution:

Date:	26 October 2021
Item Number:	CEO082

Term of Office:

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

Constitution

ABIDE by the Constitution as set by the Northern Country Zone of WALGA August 2020 and Standing Orders of June 2020.
[Reference :D-20-102641]

Delegation:

There is no delegated authority

Meeting Details (if known)

Attend meetings as directed by WALGA.

6.2 WALGA Municipal Waste Advisory Council

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

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

Purpose:

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

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

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

The *Officers Advisory Group* is made up of:

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

The *Municipal Waste Advisory Council* would consist of:

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

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

Council Member appointed to represent the City of Greater Geraldton:
--

Cr Robert (Bob) Hall
Deputy Mayor Cr Jerry Clune (Proxy)

City of Greater Geraldton - support staff

Director Development and Community Services or delegate.

External Group's Contact Details

Address	Manager, Waste and Recycling 15 Altona St, West Perth WA 6005 PO Box 1544 West Perth WA 6872
---------	--

Tel:	+61 8 9213 200
Web:	Municipal Waste Advisory Council

Council Resolution:

Date: 23 November 2021
Item Number: CEO086

Term of Office:

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

Terms of Reference

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

Delegation:

Not applicable

Meeting Details (if known)

Attend meetings as directed by the Municipal Waste Advisory Council

7. LIST OF DISBANDED/DISCONTINUED COUNCIL COMMITTEES

Committee Name	Date Discontinued	Agenda Reference

8. APPENDIX 1: Committee Meeting Minutes

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

9. APPENDIX 2: Meeting Procedures Local Law 2011

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

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

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

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

Visit [Council Policy 4.4. Operation of Advisory Committees](#)

12. APPENDIX 5: Local Government Act 1995

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

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

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

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

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