



COMMITTEE BOOK
INCLUDES
PANELS / WORKING AND
REFERENCE GROUPS

VOLUME 8
NOVEMBER 2025 TO OCTOBER 2027

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1. DOCUMENT LOG

Update details / Item reference	Date
DS084 Establishment of The Greater Geraldton Bush Fire Advisory Committee	25 November 2025
CS258 Re-Establish City of Greater Geraldton Audit Committee [renamed Audit, Risk and Improvement Committee]	25 November 2025
CS259 Establishment of Greater Geraldton Community Grants Panel	25 November 2025
CEO137 Appointments to Council Committees, Panel, Working and Reference Groups	25 November 2025
CEO138 - External Committees, Boards and Groups approved by Council	25 November 2025
Volume 8 - Committee Book published on the City of Greater Geraldton website.	16 December 2025

2. QUICK REFERENCE BY COMMITTEE / PANEL / WORKING AND REFERENCE GROUP

Type:

C – Committee / panel / working and reference group 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			
Greater Geraldton Audit, Risk and Improvement Committee	C	Mayor Jerry Clune Deputy Mayor Cr Natasha Colliver Cr Tim Milnes Cr Shane Van Styn <i>Independent Members</i> Michael Librizzi – Presiding Member Michael Cole - Deputy of the Presiding Member	Director Corporate Services
Greater Geraldton Bush Fire Advisory Committee	C	Mayor Jerry Clune Cr Kim Parker	Director Development Services
Greater Geraldton CEO Performance Review Panel	C	Mayor Jerry Clune Deputy Mayor Cr Natasha Colliver Cr Jenna Denton Cr Peter Fiorenza Cr Shane Van Styn	Director Corporate Services
Greater Geraldton Crime Prevention Working Group	C	Cr Serena Giudice Cr Tim Milnes Cr Kim Parker	Director Community and Culture
Greater Geraldton Community Grants	C	Cr Jenna Denton Cr Peter Fiorenza Cr Serena Giudice Cr Simon Keemink Cr Tim Milnes	Director Corporate Services
Greater Geraldton Art Reference Group	C	Deputy Mayor Cr Natasha Colliver Cr Serena Giudice Cr Simon Keemink	Director Community and Culture
Greater Geraldton QEII Seniors and Community Centre Reference Group	C	Deputy Mayor Cr Natasha Colliver Cr Serena Giudice Cr Kim Parker	Director Community and Culture

Name	Type	Council Members Appointed	Contact
Greater Geraldton Heritage Reference Group Greater Geraldton Heritage Reference Group	C	Deputy Mayor Cr Natasha Colliver Cr Serena Giudice Cr Tim Milnes Cr Kim Parker	Director Community and Culture
External Group or Board of Management (Not a Committee of Council)			
Regional Capitals Alliance WA	E	Mayor Jerry Clune	Chief Executive Officer
Regional Capitals Australia	E	Mayor Jerry Clune	Chief Executive Officer
Mid West Regional Road Group	E	Mayor Jerry Clune Deputy Mayor Cr Natasha Colliver - Proxy	Director Infrastructure Services
Regional Joint Development Assessment Panel	E	Mayor Jerry Clune Deputy Mayor Cr Natasha Colliver Cr Jenna Denton Cr Serena Giudice	Director Development Services
Mid West Development Commission Board	E	Mayor Jerry Clune	Chief Executive Officer
Northern Country Zone of WALGA	W	Mayor Jerry Clune Cr Jenna Denton	Chief Executive Officer
WALGA Municipal Waste Advisory Council	W	Deputy Mayor Cr N Colliver Cr Tim Milnes – Proxy	Director Infrastructure Services

3. QUICK REFERENCE BY COUNCIL MEMBER

3.1. Mayor Jerry Clune

Term expires October 2027

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

Current Membership

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Audit, Risk and Improvement Committee	25 November 2025
2. Greater Geraldton Bush Fire Advisory Committee	25 November 2025
3. Greater Geraldton CEO Performance Review Panel	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
4. Sailors, Soldiers & Airmen Memorial Trust Mayor is Chairman / City is Administrator of funds <i>Council endorsement not applicable</i>	24 October 2023
5. Regional Capitals Australia (RCA) <i>WA Regional Representative on National Regional Capitals Australia Board – 21 November 2023</i>	25 November 2025
6. Regional Capitals Alliance WA (RCAWA)	25 November 2025
7. Mid West Regional Road Group (Proxy)	25 November 2025
8. Regional Joint Development Assessment Panel	28 October 2025
9. Mid West Development Commission Board	5 October 2022
10. Regional Resilience Plan – Mid West Project Advisory Group	25 November 2025
11. Northern Country Zone of WALGA	28 October 2025

3.2. Deputy Mayor Cr Natasha Colliver*Term expires October 2029*Click here to return to the [Quick Reference by Committee / Group / Panel](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Audit, Risk and Improvement Committee	25 November 2025
2. Greater Geraldton CEO Performance Review Panel	25 November 2025
3. Greater Geraldton Art Reference Group	25 November 2025
4. Greater Geraldton QEII Seniors and Community Centre Reference Group	25 November 2025
5. Greater Geraldton Heritage Reference Group	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
6. Regional Joint Development Assessment Panel	28 October 2025
7. Batavia Local Emergency Management Committee (Proxy)	25 November 2025
8. Mid West Regional Road Group (Proxy)	25 November 2025

3.3. Cr Jenna Denton*Term expires October 2027*Click here to return to the [Quick Reference by Committee / Group / Panel](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton CEO Performance Review Panel	25 November 2025
2. Greater Geraldton Community Grants Panel	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
3. Regional Joint Development Assessment Panel <i>Alternative Member</i>	28 October 2025
4. Northern Country Zone of WALGA (Proxy)	28 October 2025

3.4. Cr Peter Fiorenza*Term expires October 2027*Click here to return to the [Quick Reference by Committee / Group / Panel](#)*Current Membership*

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton CEO Performance Review Panel	25 November 2025
2. Greater Geraldton Community Grants Panel	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
Nil.	

3.5. Cr Serena Giudice*Term expires October 2029*Click here to return to the [Quick Reference by Committee / Group / Panel](#)***Current Membership***

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Crime Prevention Working Group	25 November 2025
2. Greater Geraldton Community Grants Panel	25 November 2025
3. Greater Geraldton Art Reference Group	25 November 2025
4. Greater Geraldton QEII Seniors and Community Centre Reference Group	25 November 2025
5. Greater Geraldton Heritage Reference Group	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
6. Regional Joint Development Assessment Panel <i>Alternative Member</i>	28 October 2025

3.6. Cr Simon Keemink*Term expires October 2027*Click here to return to the [Quick Reference by Committee / Group / Panel](#)***Current Membership***

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Community Grants Panel	25 November 2025
2. Greater Geraldton Art Reference Group	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
Nil.	

3.7. Cr Tim Milnes*Term expires October 2029*Click here to return to the [Quick Reference by Committee / Group / Panel](#)***Current Membership***

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Audit, Risk and Improvement Committee	25 November 2025
2. Greater Geraldton Crime Prevention Working Group	25 November 2025
3. Greater Geraldton Community Grants Panel	25 November 2025
4. Greater Geraldton Heritage Reference Group	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
5. Regional Drought Resilience Plan – Mid West Project Advisory Group (Proxy)	25 November 2025
6. WALGA Municipal Waste Advisory Council	25 November 2025

3.8. Cr Kim Parker*Term expires October 2027*Click here to return to the [Quick Reference by Committee / Group / Panel](#)***Current Membership***

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Bush Fire Advisory Committee	25 November 2025
2. Greater Geraldton Crime Prevention Working Group	25 November 2025
3. Greater Geraldton QEII Seniors and Community Centre Reference Group	25 November 2025
4. Greater Geraldton Heritage Reference Group	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
Nil.	

3.9. Cr Shane Van Styn*Term expires October 2029*Click here to return to the [Quick Reference by Committee / Group / Panel](#)***Current Membership***

Name of Committee / Board / Panel	Appointment endorsed by Council
<i>Council Committees / Panel / Working and Reference Groups</i>	
1. Greater Geraldton Audit, Risk and Improvement Committee	25 November 2025
2. Greater Geraldton CEO Performance Review Panel	25 November 2025
<i>External Group or Board of Management (Not a Committee of Council)</i>	
Nil.	

4. COUNCIL COMMITTEES

4.1. *Greater Geraldton Audit, Risk and Improvement Committee*

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

Establishment:

The Audit, Risk and Improvement Committee (ARIC) is a formally established committee in accordance with section 7.1A of the *Local Government Act 1995* (the Act). ARIC is formed and its members are appointed by absolute majority decision and are responsible to the Council.

The ARIC will operate in accordance with all relevant provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Local Government (Audit) Regulations 1996*.

Objectives:

The ARIC's key objectives are to assist Council in overseeing financial and performance reporting; internal control systems; risk management frameworks; compliance with laws, regulations, and ethical standards; internal and external audit functions, and improvements. It is not responsible for management of these functions.

The ARIC accepts responsibility for the annual external audit and liaises with the Office of the Auditor General (OAG) so that Council can be satisfied with the performance of the City in managing its financial affairs.

Committee Members:

The ARIC comprises of five (5) members, namely: one independent member appointed as Presiding Member; and four Council Members which, in accordance with good practice, should include the Mayor and Deputy Mayor. A Deputy of the Presiding Member is also appointed and would attend a meeting in lieu of absence and unavailability of the Presiding Member.

Council Members / Independent Members

1. Michael Librizzi – Presiding Member.
2. Mayor J Clune.
3. Deputy Mayor Cr N Colliver.
4. Cr T Milnes.
5. Cr S Van Styn.

Michael Cole - Deputy of the Presiding Member

City of Greater Geraldton - Support Staff
--

Director Corporate Services or delegate.

Council Resolution:

Date:	25 November 2025
Item Number:	CS258

Term of Office:

All ARIC member appointments are for a term of up to two years, in accordance with Section 5.11 of the *Local Government Act 1995*. Terms conclude on the day of the Ordinary Council elections, after which members are eligible for reappointment.

Terms of Reference

Terms of Reference of the Greater Geraldton Audit, Risk and Improvement Committee are as follows:

[Internal Reference - D-25-146496]

Greater Geraldton

Audit, Risk and Improvement Committee

Terms of Reference

2025

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1 Establishment and Objectives of the Audit, Risk and Improvement Committee

1.1 Establishment

- a. The Audit, Risk and Improvement Committee (ARIC) is a formally established committee in accordance with section 7.1A of the *Local Government Act 1995* (the Act). ARIC is formed and its members are appointed by absolute majority decision and are responsible to the Council.
- b. The ARIC will operate in accordance with all relevant provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Local Government (Audit) Regulations 1996*.

1.2 Objectives

- a. The ARIC's key objectives are to assist Council in overseeing financial and performance reporting; internal control systems; risk management frameworks; compliance with laws, regulations, and ethical standards; internal and external audit functions, and improvements. It is not responsible for management of these functions.
- b. The ARIC accepts responsibility for the annual external audit and liaises with the Office of the Auditor General (OAG) so that Council can be satisfied with the performance of the City in managing its financial affairs.

2 Powers of ARIC

2.1 Nature of Authority

- a. Advisory: The ARIC is a formally appointed advisory committee of Council. It does not have executive powers, management functions, or delegated financial authority. The ARIC cannot involve itself in the City's operational management, processes or procedures.
- b. No Delegated Authority: The ARIC cannot implement actions or make decisions on behalf of Council or the CEO. It may note reports and recommend actions for Council consideration.

2.2 Scope of Influence

- a. Reporting: The ARIC provides guidance, advice, and recommendations to Council on matters within its Terms of Reference to support informed decision-making.
- b. Oversight support: It assists Council in fulfilling its legislative functions that have not been delegated to the CEO, particularly in areas such as audit, risk, compliance, and governance.

2.3 Permitted Actions

- a. Information Access: May request information from officials or external parties, subject to legal constraints.
- b. Engagement with Auditors: Can meet with internal and external auditors and review audit plans and outcomes.
- c. Professional Advice: May request the CEO to obtain legal or professional advice, subject to Council approval.
- d. Meeting Participation: Can request attendance of elected members at ARIC meetings.
- e. Administrative Support: Receives administrative support from the Manager Corporate Compliance but remains independent from the administration.

3 Membership

The ARIC comprises of five (5) members, namely: one independent member to be appointed as Presiding Member; and four Council Members which, in accordance with good practice, should be the Mayor and Deputy Mayor. A Deputy of the Presiding Member will also be appointed and would only attend a meeting in lieu of absence and unavailability of the Presiding Member. Therefore, the maximum number of members attending a meeting would be (5) five.

3.1 Council Members

Council Members are appointed to the ARIC by Council by absolute majority in accordance with section 5.10 and 7.1A of the Act.

3.2 Independent members

A Presiding Member and Deputy of the Presiding Member must be appointed to the ARIC. The appointments are independent persons and are not a Council Member of the City or of any other local government, nor an employee of the City.

Independent members must be appointed by absolute majority of Council.

Independent members should demonstrate expertise in any or all of the following:

- a. Internal and external audit;
- b. Risk management;
- c. Financial management and reporting;
- d. Governance and legislative compliance;
- e. Information and Systems Technology;
- f. Audit Committee practices, and
- g. Understanding the complexities of the City within a regional context.

3.2.1 Presiding Member and Deputy of the Presiding Member

The Presiding Member and Deputy of the Presiding Member are responsible for providing leadership and facilitating the ARIC's objectives. The Presiding Member and Deputy of the Presiding Member ensure appropriate conduct is observed and promote full participation and open debate for effective recommendations to be made to Council.

3.3 Role of Members

Members of the ARIC are expected to uphold the highest standards of integrity, professionalism, and accountability in the discharge of their duties. Their responsibilities include:

- a. Understanding the legal and regulatory obligations of the Council and its function.
- b. Understanding the governance arrangements that support the achievement of the City's strategic objectives.
- c. Awareness of contemporary issues affecting the local government sector.
- d. Acting honestly, objectively, and in good faith.
- e. Exercising due care, diligence, and skill in all ARIC activities.
- f. Adhering to the City's Code of Conduct and maintaining high ethical standards.
- g. Demonstrating behaviours that reflect the desired culture of the local government.
- h. Avoiding any activity that may compromise the integrity or impartiality of ARIC.
- i. Refraining from publicly commenting on ARIC matters unless authorised by Council.
- j. Actively participating in meetings and deliberations.
- k. Using information provided to the Committee solely for its intended purpose.
- l. Completing the Audit Committee member induction (Annexure 1).

3.4 Role of CEO and City employees

The CEO and City employees are not members of the Committee; therefore, they do not have voting rights.

The CEO or a nominee of the CEO is to be available to attend meetings to provide advice and guidance to the ARIC.

The CEO, Director Corporate Services, Chief Financial Officer and Manager Corporate Compliance are to receive a standing invite to all ARIC meetings. Other directors and/or employees dependent on subject matter may be invited to attend.

3.5 Tenure

All ARIC member appointments are for a term of up to two years, in accordance with Section 5.11 of the *Local Government Act 1995*. Terms conclude on the day of the Ordinary Council elections, after which members are eligible for reappointment.

Council may terminate a member's appointment before the end of their term if:

- a. The Presiding Member determines the member is not contributing positively.
- b. The member breaches the City's Code of Conduct or commits a serious contravention of the Act.
- c. The member's conduct, actions, or comments bring the City into disrepute.

3.6 Code of Conduct – Conflict of Interest and Confidentiality

All Committee members are subject to the same rules concerning confidentiality, public statements and conflict of interest as member of Council pursuant to *Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates*.

Other persons appointed to Council committees are to be provided with a Welcome Pack, attaching the relevant Policies, Meeting Procedures and Regulations to be followed when attending Council committee meetings.

Other persons will be required to agree to the terms of appointment to the committee as a member at their first meeting.

The Presiding Member is to refer to the relevant Policies, Meeting Procedures and Regulations when chairing a meeting.

Information discussed or presented at a meeting must remain confidential and must not be disclosed to third parties without express approval of the ARIC.

Members must disclose any actual, potential or perceived conflicts of interest in accordance with the Act and clause 22 of the *Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates*. Conflicts of interest and related actions are to be recorded in the minutes, and to be read out at the beginning of the meeting and referenced again immediately before any matter to which the disclosure relates is discussed.

3.7 Entitlement, Allowance and Expenses

The Presiding Member and Deputy of the Presiding Member will be entitled to the maximum meeting attendance fee for a Band 1 local government as determined by the Salaries and Allowances Tribunal in accordance with Council Policy 4.12.

ARIC members may be provided with appropriate training, to be determined by Council, as appropriate. Reimbursement of approved expenses will be paid in accordance with the City's policies and subject to prior approval and budget.

4 Meetings

4.1 Frequency

The ARIC shall meet up to four times annually. Additional meetings shall be convened at the discretion of the Presiding Member.

4.2 Quorum

As prescribed in section 5.19 of the Act, the quorum shall be at least 50% of the number of members of the ARIC, including at least one of the Presiding Member or Deputy of the Presiding Member.

The office held by the Council Member must be disregarded for the purpose of determining the quorum for the meeting at that time if the meeting is held during a period for which the Council Member is entitled to parental leave under section 2.25(5B).

4.3 Attendance

Meeting attendances and absences are to be recorded and monitored. Where regular non-attendance is noted, the Presiding Member may raise this with the ARIC member.

The CEO may invite staff, auditors and other relevant persons to attend meetings as observers and to provide pertinent information, as necessary.

Request to attend a committee meeting by electronic means is to be approved by the Mayor – Regulation 14C of the *Local Government (Administration) Regulations 1996*.

- a. Regulation 14C(3) provides that a member may attend up to 50% of meetings by electronic means in a 12-month period. The 50% cap is determined by counting the number of meetings the member has already attended by electronic means in the preceding 12 months.

4.4 Conducting Meetings

The *City of Greater Geraldton Meeting Procedures Local Law 2011* as amended, is to be used by the Presiding Member as a tool for the conduct of the meeting.

Motions are to be moved and seconded, as per Parts 9.1 and 9.2 of Meeting Procedures Local Law 2011, before any debate can commence.

4.5 Voting

Voting is in accordance with Section 5.21 of the Act. Section 7.1C states that decisions made by an ARIC, including to make a recommendation to Council, are to be made by simple majority.

If the votes of members present at an ARIC meeting are equally divided, the person presiding is to cast a second vote.

4.6 Agenda and Minutes

Support staff are to ensure an agenda is distributed at least 72 hours prior to the meeting (not including the day of the meeting), along with reports and other attachments or information to be addressed at the ARIC meeting.

Per regulation 14 of the *Local Government (Administration) Regulations 1996*, agendas and attachments are to be available for public inspection and published on the City's website from the time they were made available to members of the ARIC.

Minutes are to be prepared and referred to the Presiding Member for approval before being distributed to ARIC members.

Per regulation 13 of the *Local Government (Administration) Regulations 1996*, unconfirmed minutes must be published within seven (7) days of the meeting on the City's website.

Minutes are to be formally accepted at the next ARIC meeting, per section 5.22 of the Act, with a copy signed by the Presiding Member provided to Information Management for recordkeeping.

5 Reporting

5.1 Reports and Recommendations

There are two types of reports presented to the ARIC:

- a. Reports for information purposes and noting; and
- b. Reports requiring approval. These reports are presented to Council for final endorsement upon the ARIC's recommendation.

All recommendations of the ARIC are to be considered at the next Ordinary Council Meeting.

5.2 Annual reporting

The ARIC shall provide an annual report to Council summarising its activities during the previous financial year. This includes a self-assessment of its performance and confirmation that all functions outlined in these terms of reference have been satisfactorily addressed.

6 Functions of the Audit, Risk and Improvement Committee

Regulation 16 of the *Local Government (Audit) Regulations 1996* defines the functions of an audit committee.

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *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;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under:*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *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);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

6.1 Financial Reporting, Management and External Audit

The ARIC is to guide and assist the Local Government in carrying out its functions under Part 6 of the Act, and its functions relating to audits and other matters related to financial management;

- a. Meet with the auditor at least once a year on behalf of Council, in accordance with s.7.12A(2) of the Act, and provide a report to Council;
- b. Liaise with the CEO to ensure that the local government does everything in its power to –
 - i. 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
 - ii. ensure that audits are conducted successfully and expeditiously;
- c. Oversee the implementation of any action that the local government:
 - i. is required to take by section 7.12A(3) of the Act; and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4) of the Act; and
 - iii. has accepted should be taken, following receipt of a report of a review conducted under *Local Government (Audit) Regulations 1996*, regulation 17(1); and
 - iv. 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);
- d. Review the level of resources allocated to internal audit and the scope of its authority;
- e. 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;
- f. Review the local government's draft annual financial report, focusing on –
 - i. accounting policies and practices;
 - ii. changes to accounting policies and practices;
 - iii. the process used in making significant accounting estimates;
 - iv. significant adjustments to the financial report (if any) arising from the audit process;
 - v. compliance with Australian Accounting Standards and other reporting requirements; and
 - vi. significant variances from prior years;
- g. Consider and recommend adoption of the annual financial report to council. Review any significant changes that may arise after any such recommendation but before the annual financial report is signed;

6.2 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 all processes.

The ARIC is responsible for guiding and overseeing the activities, resources and structure of the internal audit function. The ARIC's responsibilities include, but are not limited to:

- a. Assessing the internal audit plan to ensure that it covers material business risks that may threaten the achievement of strategic objectives.
- b. Reviewing and recommending the approval of the internal audit plan and work program.
- c. Reviewing the quality, timeliness and effectiveness of internal audit reports.
- d. Overseeing the resources and independence of internal audit function.
- e. Considering the implications of internal audit findings on the business, its risks and controls.
- f. Facilitating coordination between internal audit and other assurance functions.
- g. Monitoring management's implementation of internal audit recommendations.
- h. Monitoring the progress of the internal audit plan and work program.
- i. Ensuring internal audit processes are transparent, accountable and effective.

The internal auditor should report functionally to the ARIC 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 local government's activities including the direction of staff and implicitly the internal audit function.

6.3 Risk Management

The ARIC provides oversight and assurance on the effectiveness of the City's risk management practices. Its key responsibilities include:

- a. Overseeing the development, implementation, and periodic review of a comprehensive Risk Management Framework.
- b. Ensuring alignment with Council's endorsed risk appetite and escalation protocols.
- c. Recommending risk appetite statements and risk tolerance levels to Council.
- d. Reviewing strategic and operational risk profiles, including emerging risks.
- e. Assessing major risks related to projects, programs, and activities.
- f. Identifying specific risks for detailed review and ensure regular updates to the Risk Register.
- g. Ensuring controls are in place and operating effectively to mitigate risks to acceptable levels.
- h. Reviewing business continuity planning and insurance arrangements, including annual insurance reviews.
- i. Monitoring the effectiveness of risk mitigation strategies and compliance with legislation and policies.
- j. Receiving and reviewing annual risk management reports.
- k. Considering relevant audit findings and better practice publications.
- l. Providing advice and recommendations to Council and the CEO on risk-related matters.

6.4 Business Continuity

The ARIC is responsible for ensuring the City has a robust and effective Business Continuity Framework. Its key functions include:

- a. Assessing whether sound business continuity and disaster recovery plans are in place.
- b. Ensuring these plans are periodically updated and tested for effectiveness.
- c. Overseeing the regular review of the Business Continuity Framework to maintain resilience in operations.

6.5 Internal Control

The ARIC ensures the City maintains a strong and effective internal control environment. Its responsibilities include:

- a. Monitoring the adequacy and effectiveness of internal control systems to mitigate key business risks.
- b. Reviewing management's approach to internal controls, including relevant policies, procedures, and delegations.
- c. Ensuring periodic internal reviews of major operational areas and annual compliance assessments.
- d. Overseeing controls related to privacy, cyber security, fraud detection, and ethical conduct.
- e. Seeking assurance from auditors and management on the completeness and reliability of financial and operational information provided to Council.

6.6 Fraud and Corruption Prevention

The ARIC oversees the City's fraud and corruption prevention measures by:

- a. Participating in identifying and assessing risks related to fraud and corruption.
- b. Reviewing the effectiveness of fraud control systems and processes.
- c. Ensuring mechanisms are in place to detect, investigate, and respond to fraud-related information.
- d. Assessing management's commitment to ethical conduct and probity.
- e. Monitoring policies and procedures that support integrity and transparency in operations.

6.7 Compliance and Integrity

The ARIC supports the City's commitment to compliance and integrity by:

- a. Reviewing the adequacy and effectiveness of policies, procedures, and internal controls to ensure compliance with legislation and standards.
- b. Monitoring ethical conduct, probity, and the culture of integrity within the organisation.
- c. Assessing whether systems are in place to detect and respond to non-compliance, fraud, and misconduct.
- d. Providing assurance that the City operates transparently and in accordance with its legal and ethical obligations.
- e. Reviewing Compliance Audit Return annually to ensure the City meets its obligations under the Local Government Act and associated regulations.

Examples of compliance checks:

- a. Annual review of policy compliance.
- b. Monitoring adherence to legislative requirements.
- c. Ensuring privacy and cyber security controls are in place and effective.
- d. Verifying compliance with financial reporting standards and accounting policies.
- e. Reviewing workplace health and safety (WHS) obligations and practices.

6.8 Corporate Reporting

The ARIC shall:

- a. Review the accuracy, completeness, and appropriateness of financial and operational reports presented to Council.
- b. Ensure corporate reporting complies with the Local Government Act 1995, relevant regulations, accounting standards, and Council policies.
- c. Collaborate with internal and external auditors, including the Office of the Auditor General (OAG) and contracted auditors to obtain assurance on the reliability and integrity of reporting processes.
- d. Oversee the review and recommendation of the Annual Financial Report and Auditor's Report to Council, including consideration of audit findings and management responses.
- e. Monitor the effectiveness of systems and controls supporting financial and corporate reporting.
- f. Report findings and make recommendations to Council to support transparency, accountability, and informed decision-making.

This aligns with the City's strategic objectives by promoting good governance through transparent and accountable reporting.

6.9 Continuous Improvement

The ARIC's role in continuous improvement shall include:

- a. Monitoring and advising on opportunities to improve the City's governance, risk management, internal control, and operational performance.
- b. Reviewing audit findings, management responses, and progress on implementation to support continuous improvement.
- c. Recommending enhancements to systems, processes, and practices that strengthen efficiency, transparency, and service delivery.
- d. Promoting a culture of learning, accountability, and innovation across the organisation.
- e. Reporting improvement opportunities and progress to Council to support strategic decision-making and organisational development.

Monitoring metrics may include percentage of audit recommendations implemented within target timeframes; number of processes initiated and completed; staff training and development participation rates; and performance against strategic and operational KPIs.

6.10 Other Responsibilities

- a. Review asset management practices, including accounting and disposal processes, to ensure compliance and efficiency.
- b. Oversee audits related to information systems and cybersecurity risks, particularly in response to findings from the Office of the Auditor General.
- c. Monitor the implementation of new systems (e.g. ERP systems) and associated governance controls.
- d. Support ethical leadership and informed decision-making aligned with strategic outcomes.
- e. Promote ethical governance by reviewing conduct, decision-making processes, and adherence to codes of conduct.
- f. Assess alignment of audit and risk activities with the City's Strategic Community Plan and Corporate Business Plan.
- g. Review non-financial performance audits, including service delivery, community engagement, and strategic outcomes.

7 Annexure 1 – ARIC Member Induction Checklist

No.	Activity	Completed
A	Authority, composition and meetings	
1	Read and understand the ARIC Terms of Reference.	
2	Read the Committee minutes for the last year.	
B	External reporting	
1	Read the prior year financial report.	
2	Read and understand the City's legislative compliance requirements, as reported in the Compliance Audit Return (CAR).	
C	External Audit	
1	Meet with the external auditor's audit team at the entrance meeting.	
2	Read and understand the external auditor's findings and recommendations, and management's response for the last year, including any OAG performance audits.	
D	Internal Audits	
1	Review the City's internal audit plan.	
2	Read and understand the City's Audit Action list.	
E	System of internal control and risk management	
1	Read and understand the City's risk management framework, including the risk management policy and risk appetite and tolerance statements.	
F	Compliance and Ethics	
1	Read and understand the processes for managing complaints and public interest disclosures.	
G	Fraud	
1	Read and understand the City's Fraud and Corruption Control Plan and Policy.	

2	Review the most recent audit under the Fraud and Corruption Control Plan .	
H	Related Party Transactions	
1	Read and understand the Related Party Transaction Policy.	
I	Governance Framework	
1	Read and understand the organisational structure.	
2	Read and understand the City's delegation register.	
3	Read and understand the City's Councillor Induction Manual.	

Further information may be found in the Induction Manual for Council Members 2025 or by contacting the Office of the CEO.

Delegation:

No delegated authority.

Meeting Details (if known)

The ARIC plan to meet up to four times annually. Additional meetings shall be convened at the discretion of the Presiding Member.

Meeting dates proposed for 2026:

Tuesday 24 February 2026

Tuesday 26 May 2026 (subject to OAG availability)

Tuesday 25 August 2026

Tuesday 24 November 2026 (subject to OAG availability)

4.2. Greater Geraldton Bush Fire Advisory Committee

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

Purpose:

The Greater Geraldton Bush Fire Advisory Committee is established under Section 67 of the *Bush Fires Act 1954*.

As prescribed under the *Bush Fires Act 1954*, the Greater Geraldton Bush Fire Advisory Committee provides advice to the City of Greater Geraldton on matters relating to:

- The prevention, control, and extinguishment of bush fires;
- Planning and layout of firebreaks within the district;
- Prosecutions for breaches of the *Bush Fires Act 1954*;
- The formation of Bush Fire Brigades;
- Coordination and cooperation between Brigades and relevant agencies

Committee Members:

Members to the Greater Geraldton Bush Fire Advisory Committee are two (2) Elected Members and eight (8) Bush Fire Brigade Captains, one from each Brigade, elected at the first BFAC meeting.

1. Mayor J Clune.
2. Cr K Parker.
3. Cape Burney Bush Fire Brigade Captain (or delegate).
4. Eradu Bush Fire Brigade Captain (or delegate).
5. Moonyoonooka Bush Fire Brigade Captain (or delegate).
6. Mullewa Central Bush Fire Brigade Captain (or delegate).
7. Mullewa South Bush Fire Brigade Captain (or delegate).
8. Tenindewa Bush Fire Brigade Captain (or delegate).
9. Waggrakine Bush Fire Brigade Captain (or delegate).
10. Walkaway Bush Fire Brigade Captain (or delegate)

City of Greater Geraldton - Support Staff

Manager Regulatory Services, City of Greater Geraldton
Coordinator Emergency Management, City of Greater Geraldton
Administrative Support Officer, City of Greater Geraldton

Council Resolution:

Date: 25 November 2025
Item Number: DS084

Term of Office:

Membership tenure continues until the next local government elections, at which time the Committee will be disbanded pending consideration by the newly elected Council.

Terms of Reference / Functions:

Terms of Reference of the Greater Geraldton Bushfire Advisory Committee are as follows: *[Internal Reference D-25-136822]*

Terms of Reference

Greater Geraldton Bush Fire Advisory Committee



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1 Introduction

The Greater Geraldton Bush Fire Advisory Committee is established under Section 67 of the *Bush Fires Act 1954*.

2 Purpose

As prescribed under the *Bush Fires Act 1954*, the Greater Geraldton Bush Fire Advisory Committee provides advice to the City of Greater Geraldton on matters relating to:

- The prevention, control, and extinguishment of bush fires;
- Planning and layout of firebreaks within the district;
- Prosecutions for breaches of the *Bush Fires Act 1954*;
- The formation of Bush Fire Brigades;
- Coordination and cooperation between Brigades and relevant agencies.

3 Advisory Role

The Committee is an advisory body only. It does not have executive powers, authority to implement actions, or any delegated financial responsibility. The Committee has no management functions and must not involve itself in management processes or procedures.

4 Delegated Authority

Nil.

5 Functions

The Committee is responsible for reporting to and making recommendations as required under the *Bush Fires Act 1954*, which may include:

- Financial affairs of Bush Fire Brigades;
- General management of Bush Fire Brigades;
- Planning, setting standards, and developing work programs for fire prevention within the local government area.

6 Membership

Membership is appointed by the local government in accordance with Section 67 of the *Bush Fires Act 1954*.

6.1 Committee Members

- Two (2) elected members
- Eight (8) Bush Fire Brigade Captains, one from each Brigade, elected at the first BFAC meeting.

6.2 Other Attendees/ Observers

- Chief Bush Fire Control Officer
- Bush Fire Control Officers
- Department of Fire and Emergency Services – District Officer North
- Department of Parks and Wildlife (or representative)
- Geraldton Volunteer Fire and Rescue Service (or representative)
- Mullewa Volunteer Fire and Rescue Service (or representative)
- Two (2) Deputy Chief Bush Fire Control Officers

6.3 City Officers and Support Staff

- Manager Regulatory Services, City of Greater Geraldton
- Coordinator Emergency Management, City of Greater Geraldton
- Administrative Support Officer, City of Greater Geraldton

6.4 Tenure

Membership tenure continues until the next local government elections, at which time the Committee will be disbanded pending consideration by the newly elected Council.

6.5 Chairperson

The Committee shall elect one Council Member as Chairperson for the Committee's tenure. If the Chairperson is unable to attend a meeting, they may appoint another Council Member to act as Chairperson in their absence.

7 Other Attendees

Attendance is by invitation only unless otherwise approved by the CEO and/or Chairperson. Invitations may be extended to internal City representatives, external organisations, and service providers to provide guidance and advice on specific topics as agreed by the Committee.

8 Conduct

All members are subject to the same rules regarding confidentiality, public statements, and conflicts of interest as Council members, pursuant to Council Policy 4.2 – Code of Conduct for Council Members, Committee Members and Candidates.

Committee members are expected to:

- Provide apologies in advance if unable to attend;
- Represent the views of the broader community and/or their organisation;
- Share authorised information with the community in an unbiased manner;
- Respect the ideas and beliefs of all members and foster a positive working environment; and
- Refrain from making media comments on behalf of the Committee unless approved by Council.

9 Meetings

9.1 Quorum

A quorum is at least 50% of the total number of Committee members (including any vacancies). If the Chairperson is absent and has not nominated a replacement, members present may appoint a Chairperson for that meeting.

9.2 Meeting Schedule

Meetings will be held biannually or as required. Urgent meetings may be called by the Chairperson.

9.3 Meeting Conduct

The *City of Greater Geraldton Meeting Procedures Local Law 2011* (as amended) will guide meeting conduct. Recommendations to Council must be moved and seconded in accordance with Parts 9.1 and 9.2 of the Local Law before debate can commence.

9.4 Voting

Voting is by simple majority. If votes are tied, the Chairperson shall cast a second vote.

9.5 Support Staff

The City will provide support staff to distribute agendas and reports at least 72 hours prior to meetings and prepare minutes within 21 days for Chairperson approval.

9.6 Recommendations

Recommendations agreed upon in the Committee's minutes will be presented to Council for consideration at the next Ordinary Meeting of Council.

9.7 Amendments to Terms of Reference

These Terms of Reference may only be amended by Council resolution. They will be reviewed prior to each local government election or as recommended by the Committee.

Delegation:

The Committee is an advisory body only. It does not have executive powers, authority to implement actions, or any delegated financial responsibility. The Committee has no management functions and must not involve itself in management processes or procedures.

Meeting Details (if known)

Meetings will be held biannually or as required. Urgent meetings may be called by the Chairperson.

5. COUNCIL PANELS / WORKING AND REFERENCE GROUPS

5.1. Greater Geraldton CEO Performance Review Panel

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

Purpose

The Council has a responsibility under section 5.38 of the *Local Government Act 1995* and City of Greater Geraldton's Standards for CEO Recruitment, Performance and Termination to review the CEO performance at least once annually plus set performance criteria so the CEO is clear on the expectations of Council.

Objectives

The Greater Geraldton CEO Performance Review Panel will:

- a. Develop annual performance indicators and measures for the Chief Executive Officer.
- b. Undertake an annual performance review of the Chief Executive Officer.
- c. Report findings and recommendations to Council for consideration.
- d. Appoint an independent facilitator to assist the Panel and Council to undertake the ongoing performance review of the Chief Executive Officer, if required.

Division 3 of the [City of Greater Geraldton's Standards for CEO Recruitment, Performance and Termination](#) outlines the standards for reviewing the performance of Chief Executive Officers (CEOs).

Membership

The CEO Performance Review Panel will comprise of five (5) Council Members, including the Mayor and Deputy Mayor, appointed by Council.

1. Mayor J Clune.
2. Deputy Mayor Cr N Colliver.
3. Cr J Denton.
4. Cr P Fiorenza.
5. Cr S Van Styn.

Chairperson

The CEO Performance Review Panel will select a Chairperson and Deputy Chairperson at the first meeting held after establishment.

City of Greater Geraldton - Support Staff

Director Corporate Services or delegate, including:

- Manager People, Safety and Wellbeing.

Term of Office:

Membership of the Panel shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring on the next ordinary local government election day.

Quorum and Meeting Frequency

A quorum shall be by at least 50% of the number of offices (whether vacant or not) of members of the Panel.

Meetings are held at a minimum once per year.

Delegation and Reporting Procedure

The Panel does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Meeting minutes will be presented to Council as a Confidential Attachment to a subsequent report in relation to CEO Performance Review Panel activities.

Recordkeeping:

Support staff will prepare meeting agendas, record minutes of meetings and ensure minutes are recorded in accordance with the *State Records Act 2000*, the City's records management policies and plans, and captured in the approved EDRMS.

Training:

It is recommended that Panel members attend the WALGA CEO Performance Review training course, prior to the commencement of the 2026 CEO Performance Review process. The course covers the legal responsibility of Council Members to review the annual performance of their CEO, the planning and processes involved with the annual appraisal, assessing achievements and setting goals.

Council Resolutions:

Date: 25 November 2025
Item Number: CEO137

5.2. **Greater Geraldton Crime Prevention Working Group**

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

Purpose

To provide a forum for Council to consult with key stakeholders and the broader community to seek advice, input and feedback on matters pertaining to the City's Community Safety and Crime Prevention Plan and related topics across the City of Greater Geraldton.

Ensure alignment with the community's desired outcomes and detailed in the Strategic Community Plan 2025 – 2035 and the Community Safety and Crime Prevention Plan 2024-2029.

Objectives

The Greater Geraldton Crime Prevention Working Group will:

- e. Advise on the ongoing implementation and evaluation of the Community Safety and Crime Prevention Plan 2024-2029
- f. Provide a forum for dissemination and consideration of information to the local community.
- g. Provide a forum for sharing of information between stakeholders and discussion regarding roles in addressing community safety and crime prevention.
- h. Provide information and advice to Council on issues impacting on the community's participation in and experience of community safety and crime prevention. across Greater Geraldton.

Membership

A minimum of three (3) Council Members appointed by Council.

- 1. Cr S Giudice.
- 2. Cr T Milnes.
- 3. Cr K Parker.

A minimum of one (1) WA Police representative;

A minimum of one (1) relevant Non-government Organisation representative;

A minimum of one (1) community member who may be a young person; and

A minimum of one (1) Business and Industry representative.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton - Support Staff

Director of Community and Culture or delegate, including:

- Manager Community and Cultural Development.
- Coordinator Youth Development.
- Youth Development Officer.
- Community Safety and Crime Prevention (CCVT) Officer.
- Administration Support Officer (minute and agenda support).

Term of Office:

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at minimum two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms. Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations made by the Group require consideration and investigation by Support Staff before approval is sought from Council to be fully endorsed and acted upon.

Items considered at the meeting will not be voted upon. The minutes of the Working Group will record consensus agreement on actions and any points of agreement or disagreement.

Meeting minutes will be circulated to Group members and made available to all Council Members by electronic means.

Council Resolutions:

Date:	25 November 2025
Item Number:	CEO137

5.3. **Greater Geraldton Community Grants Panel**

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

The entity formerly known as the *Greater Geraldton Community Grants Committee* has been renamed the *Greater Geraldton Community Grants Panel* (Panel). The Panel is constituted under section 5.20 of the *Local Government Act 1995* (Act). As it is not established pursuant to section 5.8 of the Act, it is not subject to the statutory provisions that govern committees formed under that section.

Purpose

The purpose of the Greater Geraldton Community Grants Panel is to participate in the allocation of community grant funding in accordance with Council Policy 1.8 – Community Funding Programs and the associated Community Grants Guidelines. The Panel is tasked with reviewing officer assessments of grant applications and providing recommendations on funding outcomes. This process ensures the transparent, equitable, and strategically aligned distribution of community funds.

Objectives

The objectives of the Greater Geraldton Community Grants Panel are as follows:

- a. To support the equitable distribution of community funding by ensuring all allocations are consistent with Council Policy 1.8 – Community Funding Program.
- b. To uphold transparency and accountability in the assessment and recommendation processes for community grant applications.
- c. To foster community development and engagement through the strategic allocation of funding to initiatives that deliver demonstrable benefits to the Greater Geraldton region.
- d. To provide informed and objective recommendations per Council Policy 1.8, based on officer assessments and in accordance with established guidelines.
- e. To ensure all aspects of grant administration and decision-making remain aligned with the Community Grants Guidelines.

Composition of the Greater Geraldton Community Grants Panel

A minimum of three (3) Council Members shall be appointed by Council.

If not all panel members positions are filled by Council Members, the remaining panel members shall be senior City Officers. Membership of the Panel may only be amended or expanded through formal resolution of Council.

The Greater Geraldton Community Grants Panel shall comprise a total of five (5) members:

1. Cr J Denton.
2. Cr P Fiorenza.
3. Cr S Giudice.
4. Cr S Keemink.
5. Cr T Milnes.

City Officer representation on the Greater Geraldton Community Grants Panel shall be determined in the following order of preference if not all positions filled by Council Members:

1. Director of Corporate Services
2. Chief Financial Officer

Chairperson

The Greater Geraldton Community Grants Panel will select a Chairperson and Deputy Chairperson at the first meeting held after establishment.

City of Greater Geraldton - Support Staff

Treasury Officer or Senior Management Accountant / Analyst

Term of Office

The term of membership for the Greater Geraldton Community Grants Panel shall be two (2) years, aligning with the local government election cycle. Membership shall expire at the conclusion of the next ordinary local government election, unless otherwise resolved by Council.

Quorum and Meeting Frequency

A quorum for meetings of the Greater Geraldton Community Grants Panel shall consist of 50% of its appointed members.

The Panel shall meet a minimum of two (2) times per calendar year, with meetings to be held at the Civic Centre Offices. These meetings are to occur following each round of the Community Grant Program.

Delegation, Assessment, Approvals and Reporting Procedure

The Greater Geraldton Community Grants Panel does not possess delegated authority and is not a decision-making body. Accordingly, it is not subject to formal voting protocols or other decision-making mechanisms.

The Community Grants Program applications will be assessed by the City administration and Greater Geraldton Community Grants Panel with recommendations made by the Panel to the Chief Executive Officer (CEO) for consideration and approval in accordance with budget allocations and Council Policy 1.8 Community Funding Programs. Any changes to the recommendations are to be approved by Council.

The Festival & Event Funding Program applications will be assessed by the City administration and the Panel with recommendations presented to Council for endorsement as part of annual budget deliberations.

Recommendations and advice provided by the Panel shall be determined through consensus. Where divergent views are expressed, these shall be appropriately documented and reflected in any reports or statements issued.

Meeting minutes will be circulated to Panel members and made available to all Council Members by electronic means.

Recordkeeping:

Support staff will prepare meeting agendas, record minutes of meetings and ensure minutes are recorded in accordance with the <i>State Records Act 2000</i> , the City's records management policies and plans, and captured in the approved EDRMS.

Council Resolutions:

Date:	25 November 2025
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Item Number:	CS259
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5.4. Greater Geraldton Art Reference Group

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

Purpose

To provide a forum for Council to consult with stakeholders and the broader community to seek advice, input and feedback on arts related cultural, community and place-based initiatives and matters across the City of Greater Geraldton. This includes ensuring alignment with the community's desired cultural outcomes as outlined in the Strategic Community Plan 2025–2035 and other relevant strategic documents.

Objectives

The Greater Geraldton Art Reference Group will:

- a. Assist and advise Council regarding key issues relating to the arts across the City of Greater Geraldton.
- b. Provide a forum for the dissemination, consideration and exchange of information within the local community.
- c. Provide feedback on the implementation and evaluation of relevant guiding strategic plans and policies.
- d. Provide information and advice to Council on issues impacting community participation, access and experience in the arts.
- e. Facilitate opportunities for community members to meet regularly, share interests and contribute to the development of inclusive and responsive services.
- f. Promote awareness of the potential opportunities of community facilities and initiatives in delivering arts initiatives and activities.
- g. Encourage collaboration and cooperation among community groups and venue users to ensure effective and equitable use of resources and spaces.
- h. Act as a reference group for relevant projects, policy and strategic plan reviews and initiatives as appropriate.

Membership

A minimum of three (3) Council Members appointed by Council.

1. Deputy Mayor Cr N Colliver.
2. Cr S Giudice.
3. Cr S Keemink.

A minimum of three (3) volunteer community representatives to collectively represent a diverse range of arts interests.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:

- Relevant Team Manager.
- Relevant Coordinator and Support Staff.
- Administration Support Officer (minute and agenda support).

Term of Office

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at a minimum of two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations may be made by the Group that may require consideration and investigation by Support Staff prior to any potential presentation to Council for its consideration.

Items considered at the meeting will not be voted upon. The minutes of the Group will record consensus agreement on any recommendations and any points of agreement or disagreement.

Meeting minutes will be circulated to the Group members and made available to all Council Members by electronic means.

Council Resolutions

Date: 25 November 2025
Item Number: CEO137

5.5. Greater Geraldton QEII Seniors and Community Centre Reference Group

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

Purpose

To provide a forum for Council to consult with stakeholders and the broader community to seek advice, input and feedback on matters relating to QEII and seniors' initiatives across the City of Greater Geraldton. This includes ensuring alignment with the community's desired cultural outcomes as outlined in the Strategic Community Plan 2025–2035 and other relevant strategic documents.

Objectives

The Greater Geraldton QEII Centre Reference Group will:

- a. Assist and advise Council regarding key issues relating to QEII Centre and seniors across the City of Greater Geraldton.
- b. Provide a forum for the dissemination, consideration and exchange of information with the local community.
- c. Provide feedback on the implementation and evaluation of relevant guiding strategic plans and policies.
- d. Provide information and advice to Council on issues impacting community participation, access and experience in the QEII Centre and seniors' activities.
- e. Facilitate opportunities for community members to meet regularly, share interests and contribute to the development of inclusive and responsive services.
- f. Promote awareness of the potential and opportunities of community facilities and initiatives.
- g. Encourage collaboration and cooperation among community groups and venue users to ensure effective and equitable use of resources and spaces.
- h. Act as a reference group for relevant projects, policy and strategic plan reviews and initiatives as appropriate.

Membership

A minimum of three (3) Council Members appointed by Council.

1. Deputy Mayor Cr N Colliver.
2. Cr S Giudice.
3. Cr K Parker.

A minimum of three (3) volunteer community representatives to collectively represent a diverse range of QEII Centre or seniors' interests.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:

- Relevant Team Manager.
- Relevant Coordinator and Support Staff.
- Administration Support Officer (minute and agenda support).

Term of Office

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at a minimum of two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations may be made by the Group that may require consideration and investigation by Support Staff prior to any potential presentation to Council for its consideration.

Items considered at the meeting will not be voted upon. The minutes of the Group will record consensus agreement on any recommendations and any points of agreement or disagreement.

Meeting minutes will be circulated to the Group members and made available to all Council Members by electronic means.

Council Resolutions

Date: 25 November 2025

Item Number: CEO137

5.6. Greater Geraldton Heritage Reference Group

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

Purpose

To provide a forum for Council to consult with stakeholders and the broader community to seek advice, input and feedback on heritage related matters across the City of Greater Geraldton. This includes ensuring alignment with the community's desired cultural outcomes as outlined in the Strategic Community Plan 2025–2035 and other relevant strategic documents.

Objectives

The Greater Geraldton Heritage Reference Group will:

- a. Assist and advise Council regarding key issues relating to heritage across the City of Greater Geraldton.
- b. Provide a forum for the dissemination, consideration and exchange of information within the local community.
- c. Provide feedback on the implementation and evaluation of relevant guiding strategic plans and policies.
- d. Provide information and advice to Council on issues impacting community participation, access and experience in heritage activities.
- e. Facilitate opportunities for community members to meet regularly, share interests and contribute to the development of inclusive and responsive services.
- f. Promote awareness of the potential opportunities of community facilities and initiatives in delivering heritage related outcomes.
- g. Encourage collaboration and cooperation among community groups and venue users to ensure effective and equitable use of resources and spaces.
- h. Act as a reference group for relevant projects, policy and strategic plan reviews and initiatives as appropriate.

Membership

A minimum of four (4) Council Members appointed by Council.

1. Deputy Mayor Cr N Colliver.
2. Cr S Giudice.
3. Cr T Milnes.
4. Cr K Parker.

A minimum of three (3) volunteer community representatives to collectively represent a diverse range of heritage interests.

Members may only be added to the Group by Council.

All members represent the community interest and not individual or sectional interests.

The Group will select the Chairperson and Deputy Chairperson which is to be a Council Member at the first meeting held after establishment.

City of Greater Geraldton – Support Staff

Director of Community and Culture or delegate, including:

- Relevant Team Manager.
- Relevant Coordinator and Support Staff.
- Administration Support Officer (minute and agenda support).

Term of Office

The term of membership of the Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Quorum and Meeting Frequency

A quorum for meetings of the Group shall consist of 50% of its appointed members.

Meetings are held at a minimum of two (2) times per year at the Civic Centre Office.

Delegation and Reporting Procedure

The Group does not have delegated powers and is not a decision-making body, therefore does not require voting protocols or other decision-making mechanisms.

Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.

Recommendations may be made by the Group that may require consideration and investigation by Support Staff prior to any potential presentation to Council for its consideration.

Items considered at the meeting will not be voted upon. The minutes of the Group will record consensus agreement on any recommendations and any points of agreement or disagreement.

Meeting minutes will be circulated to the Group members and made available to all Council Members by electronic means.

Council Resolutions

Date: 25 November 2025
Item Number: CEO137

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

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

6.1. Regional Capitals Alliance WA

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

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.

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

Mayor J Clune

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 delegate.

Council Resolution:

Date: 25 November 2025

Item Number: CEO138

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.

6.2. Regional Capitals Australia

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

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 J Clune

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:	25 November 2025
Item Number:	CEO138

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.

6.3. **Batavia Local Emergency Management Committee**

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

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 and Shire of Chapman Valley)

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

Committee Members:

1. Mayor J Clune
2. Deputy Mayor Cr N Colliver (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 of Development Services or delegate.

Council Resolution:

Date: 25 November 2025
Item Number: CEO138

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.

6.4. Mid West Regional Road Group

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

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:
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1. Mayor J Clune.
2. Deputy Mayor Cr N Colliver.

City of Greater Geraldton - Support Staff

Director of 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:	25 November 2025
Item Number:	CEO138

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 \(walga.asn.au\)](#)

Delegation:

There is no delegated authority.

Meeting Details (if known)

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

6.5. **Regional Joint Development Assessment Panel**

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

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 Members appointed to represent the City of Greater Geraldton:

Local Government Representatives (two)

1. Mayor J Clune
2. Deputy Mayor Cr N Colliver

Alternate Local Government Representatives (two) are:

1. Cr J Denton
2. Cr S Giudice

City of Greater Geraldton - Support Staff

Director Development Services or delegate.

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:	28 October 2025
Item Number:	DS0081

Term of Office:

Development Assessment Panel Term for all Members is 26 January 2026.

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.

6.6. Mid West Development Commission Board

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

This Group reports to: Minister for Regional Development

Purpose:

To enhance the sustainable development of the Mid West.

Council Member appointed to represent the City of Greater Geraldton:
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Mayor J Clune

City of Greater Geraldton - Support Staff

Chief Executive Officer or delegate.

External Group's Contact Details

Name Mid West Development Commission

Address 20 Gregory Street
Geraldton WA 6530

Tel: (08) 9956 8555

Web: mwdc.wa.gov.au

Council Resolution:

Date: 26 July 2022

Item Number: CEO098

Term of Office:

Term commencing 23 June 2025 – expiring 30 September 2027

Pursuant to sections 15(1)(b) and 16(b) of the *Regional Development Commission Act 1993*

[Regional Development Commission Act 1993](#)

Letter of re-Appointment – 26 June 2025 D-25-073361

Terms of Reference

To have the Mid West recognised as a preferred region in which to live, work and invest.

Delegation:

Nil delegations

Meeting Details (if known)

Monthly – usually the last Friday of the month

6.7. Regional Drought Resilience Plan – Mid West Project Advisory Group

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

This Group reports to: Mid West Development Commission. Northern Agricultural Catchment Council will the lead work required to implement the priority initiatives.

Purpose:

The Regional Drought Resilience Plan (RDRP) for the Mid West region, incorporating the City of Greater Geraldton and the Shires of Chapman Valley and Northampton, was published in 2023. The Mid West RDRP outlines key priorities for building regional drought resilience and preparedness that align with the Future Drought Fund’s strategic priorities of social, environmental and economic resilience.[https://www.agriculture.gov.au/sites/default/files/documents/Mid West Regional Drought Resilience Plan.pdf](https://www.agriculture.gov.au/sites/default/files/documents/Mid_West_Regional_Drought_Resilience_Plan.pdf)

Council Member appointed to represent the City of Greater Geraldton: Mayor J Clune

City of Greater Geraldton - Support Staff Director Infrastructure Services or delegate.
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External Group’s Contact Details	
Name	Northern Agricultural Catchment Council
Address	4 Walton Close, Geraldton
	<i>Postal:</i>
	PO Box 7168
	Geraldton WA 6531
Tel:	(08) 9938 0100 / Web: www.nacc.com.au

Council Resolution:	
Date:	25 November 2025
Item Number:	CEO138

Term of Office:
Term commencing 25 June 2024 until submission of the final project plans, by 31 March 2025.

Terms of Reference
ABIDE by the Terms of Reference as set by the Project Advisory Group (PAG) – endorsed 18 June 2024:

1. Review and prioritise Mid West RDRP actions suitable for implementation to make use of the FDF and State Government monies available, taking into account:
 - a. any relevant projects or activities currently in progress or planning; and
 - b. delivering against the community stakeholder priorities and FDF’s three strategic priorities of social, environmental and economic resilience;

-
2. Inform targeted stakeholder engagement and community consultation in order to proceed towards project design of final priority actions;
 3. Participate in project design of chosen project(s) – not mandatory but encouraged, especially if representing a stakeholder organisation relevant to a project; and
 4. Review draft project designs, considering risks and opportunities, to ensure project proposals are sound and fulfil the RDRP's identified priorities.

Delegation:

Nil delegations

Meeting Details (if known)

Attend meetings as directed by the Project Advisory Group

7. LIST OF CITY REPRESENTATIVES FOR APPOINTMENT TO WALGA COMMITTEES

7.1. 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:
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Delegate:

1. Mayor J Clune

Deputy Delegate

1. Cr J Denton

City of Greater Geraldton - Support Staff

Chief Executive Officer or delegate.

External Group's Contact Details

Address	Executive Officer, Northern Country Zone of WALGA WALGA 170 Railway Parade, West Leederville, WA 6007
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Tel:	(08) 9213 2000
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Web:	Zones WALGA
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Council Resolution:

Date:	28 October 2025
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Item Number:	CEO136
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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.

7.2. 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 WALGA with delegated authority on municipal waste issues. MWAC's membership includes metropolitan and non-metropolitan Regional Councils which focus on waste management. This makes MWAC a unique forum through which all the major Local Government waste management organisations cooperate. MWAC seeks to represent Local Governments waste management interests in both the metropolitan and non-metropolitan areas.

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:
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1. Deputy Mayor Cr N Colliver
2. Cr T Milnes – Proxy

City of Greater Geraldton - Support Staff

Director Infrastructure Services or delegate.

External Group's Contact Details

Address	Manager, Waste and Environment WALGA, 170 Railway Parade, West Leederville WA 6007
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Tel:	(08) 9213 2000
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Web:	Municipal Waste Advisory Council
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Council Resolution:

Date:	25 November 2025
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Item Number:	CEO138
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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:

MWAC is a standing committee of WALGA with delegated authority on municipal waste issues

Meeting Details (if known)

Attend meetings as directed by the Municipal Waste Advisory Council

8. LIST OF DISBANDED/DISCONTINUED COUNCIL COMMITTEES

Committee Name	Date Discontinued	Council Item Reference
City of Greater Geraldton Behaviour Complaints Committee	25 November 2025	CS257
Greater Geraldton Crime Prevention Committee;	25 November 2025	CEO137
Geraldton Regional Art Advisory Committee;	25 November 2025	CEO137
Queen Elizabeth II Seniors and Community Centre Advisory Committee;	25 November 2025	CEO137
Heritage Advisory Committee; and	25 November 2025	CEO137
CEO Performance Review Committee	25 November 2025	CEO137

9. APPENDICES**APPENDIX 1: Meeting Minutes**

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

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](#).

APPENDIX 3: Council Policy 4.2 Code of Conduct for Council Members, Committee members and Candidates

Visit [Council Policies » City of Greater Geraldton \(cgg.wa.gov.au\)](http://cgg.wa.gov.au/Council-Policies)

APPENDIX 4: Local Government Act 1995

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

APPENDIX 5: Local Government (Administration) Regulations 1996.

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

APPENDIX 6: Bush Fires Act 1954

Visit [WALW - Bush Fires Act 1954 - Home Page](#)