

<b>Title:</b>	<b><i>City of Wanneroo Australia Day Awards Working Group</i></b>
<b>Purpose and Role</b>	
The purpose of the Working Group is to provide recommendations to Council for the winners of the annual City of Wanneroo Australia Day Awards.	
<b>1. Aims &amp; Functions</b>	
To review the nominations and recommend winners for the following award categories: <ul style="list-style-type: none"> <li>• City of Wanneroo Charles Searson Youth Award</li> <li>• City of Wanneroo Community Award</li> <li>• City of Wanneroo Senior Award</li> <li>• City of Wanneroo Community Group or Event Award</li> </ul>	
<b>2. Membership:</b>	
<p>2.1. The Working Group shall consist of the following representation:</p> <ul style="list-style-type: none"> <li>• The Mayor (or nominee); and</li> <li>• Up to four (4) Council Members.</li> </ul> <p>2.2. The maximum total on the panel is five (5) voting members excluding Administration.</p> <p>2.3. Administration representation:</p> <ul style="list-style-type: none"> <li>• Manager Place Management (non-voting);</li> <li>• Director Community and Place (non-voting);</li> <li>• Civic Events Officer (non-voting); and</li> <li>• Administration Officer (Minutes; non-voting).</li> </ul> <p>2.4. Members must comply with the City's Code of Conduct.</p> <p>2.5. A nominated proxy member may attend in place of an endorsed member.</p> <p>2.6. Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply.</p>	
<b>3. Chair and Deputy Chair:</b>	
<p>3.1. Working Group members will select a Chair and Deputy Chair at the first meeting. For transparency and accountability, it is recommended that City Officers not be appointed to the position of Chair and Deputy Chair.</p> <p>3.2. The Chair will facilitate all meetings.</p> <p>3.3. In the absence of the Chair, the Deputy Chair will assume the Chair.</p> <p>3.4. In the absence of both the Chair and the Deputy Chair, the Working Group members present at the meeting are to choose one of themselves to preside at the meeting.</p>	

<b>4. Meeting Procedures</b>
<p>4.1. The Working Group will meet after nominations close each year to determine the winner of each of the award categories.</p> <p>4.2. The City will provide an agenda and keep clear notes to be registered in the City's record keeping system.</p> <p>4.3. Working Group meetings may be held without a quorum, but every effort should be made to hold meetings with a quorum present. The quorum is at least 50% of the number of endorsed members.</p> <p>4.4. Administration support for the panel will be provided by the Place Management Team.</p>
<b>5. Authority of Establishment</b>
<p>5.1. The City of Wanneroo Australia Day Awards Working Group is established as a Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.</p>
<b>6. Delegated Authority:</b>
<p>6.1. The Working Group has no delegated power or authority. Recommendations of award winners will be presented to Council for ratification.</p>

Administration Use Only			
Date of Council Establishment of Group:		10 September 2024	
Council Minute – Ref:		CP04-09/24	
Terms of Reference - HPE Ref:		24/263103	
HPE Container – Ref:		43390	
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	