City of Wanneroo

TERMS OF REFERENCE

Title:	***Festival, Awards and Cultural Events Advisory Group***

Purpose and Role

The purpose of the Advisory Group is to provide advice and guidance on City-led cultural events and relevant awards at the City of Wanneroo.

1. Aims & Functions

1.1 To provide guidance and advice on the strategic direction of the City's community and cultural event programs.

1.2 To provide feedback and input on the scope of City-led community and cultural events.

1.3 To provide guidance and advice on the City's community award programs.

1.4 To review the nominations and recommend winners for the City's community award categories.

1.5 To review and recommend City nominations for the annual WALGA Local Government Honours Awards.

2. Membership:

2.1 The Advisory Group shall consist of the following representation:

- The Mayor (or nominee); and
- Up to seven (7) Council Members.

2.2. The maximum total on the Group is eight (8) voting members, excluding Administration.

2.3. Administration representation:

- Director Community and Place (non-voting);
- Manager Place Management (non-voting);
- Manager Cultural Development (non voting)
- Events Advisor (non-voting); and
- Administration Officer (Minutes; non-voting).

2.4. Members must comply with the City's Code of Conduct.

2.5. 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.

3. Chairperson and Deputy Chairperson:

3.2. Advisory Group Members will select a Chairperson and Deputy Chairperson at the first meeting. For transparency and accountability, it is recommended that City Officers not be appointed to the position of Chairperson and Deputy Chairperson.

3.3. The Chairperson will facilitate all meetings.

3.4. In the absence of the Chairperson, the Deputy Chairperson will facilitate the meeting.

3.5. In the absence of both the Chairperson and the Deputy Chairperson, the Advisory Group Members present at the meeting are to choose one of themselves to chair the meeting.

4. Meeting Procedures

4.2. The Advisory Group will meet as required, in order to achieve its defined aims and functions.

4.3. The City will provide an agenda and keep clear notes to be registered in the City's record keeping system.

4.4. An Agenda is to be circulated to Advisory Group members at least 72 hours prior to each meeting where possible.

4.5. Advisory 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.

4.6. Administration support for the panel will be provided by the Community & Place Directorate.

5. Authority of Establishment

5.2. The Festival, Awards and Cultural Events Advisory Group is established as a Group of the City of Wanneroo by resolution of the Council, in accordance with these Terms of Reference.

6. Delegated Authority:

6.2. The Advisory Group has no delegated power or authority.

6.3. Any budget provisions considered by the Advisory Group for community or cultural event programs are subject to Council approval.

Administration Use Only			
Date of Council Establishment of Group:		24 June 2025	
Council Minute – Ref:		CP05-06/25	
Terms of Reference - HPE Ref:		25/187039*	
HPE Container – Ref:		1442	
Operational Procedures - HPE Ref:		N/A	
Last Review Date:	25 November 2025	Next Review Date:	June 2027