



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# AGENDA

## **Koorda Awards Committee Meeting**

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 15 November 2023

Commencing 5.00pm

## NOTICE OF MEETING

Dear Koorda Awards Committee Members,

The next Awards Committee Meeting of the Shire of Koorda will be held on Wednesday 15 November 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.00pm.

Lana Foote  
Acting Chief Executive Officer  
10 November 2023

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Lana Foote  
Acting Chief Executive Officer

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**Shire of Koorda**  
**Koorda Awards Committee Meeting**  
**5.00pm, Wednesday 15 November 2023**



**1. Declaration of Opening**

The Chairperson welcomes those in attendance and declares the meeting open at X.XXpm.

**2. Record of Attendance, Apologies and Leave of Absence**

**Committee Members:**

Cr JM Stratford	Member
Cr KM Burrell	Member
Cr GL Boyne	Member

**Staff:**

Miss L Foote	Acting Chief Executive Officer
Mrs K Harrap	Governance Officer

**Visitors:**

Cr GW Greaves	Deputy Member (TBC)
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**Apologies:**

**Approved Leave of Absence:**

**3. Election of Presiding Member and Deputy Presiding Member**

The Committee are to elect a Presiding Member and, if desired, Deputy Presiding Member from amongst themselves in accordance with s5.12 of the Local Government Act 1995:

*(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule—*

- (a) to “office” were references to “office of presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”.*

*(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule—*

- (a) to “office” were references to “office of deputy presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”; and*
- (d) to “mayor or president” were references to “presiding member”.*


Once the Committee have elected their Presiding Member, the Chief Executive Officer will hand the meeting over to them.

**4. Disclosure of Interest**

**5. Confirmation of Minutes from Previous Meetings**

## 6. Officer's Reports

### 6.1. Adoption of Koorda Awards Committee Terms of Reference

<b>Governance and Compliance</b>		
<b>Date</b>	3 November 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Acting Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	Nil	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Koorda Awards Committee Terms of Reference</a>	

#### **Background:**

The Koorda Awards Committee was established at the Special Meeting of Council held 23 October 2023 (RES: 191023), following the 2023 Ordinary Local Government Elections.

The Koorda Awards Committee's Terms of Reference have been drafted and are presented to the Committee, as attached, for consideration and adoption prior to recommending adoption at the Ordinary Council Meeting to be held, 15 November 2023.

#### **Comment:**

Appointment of Elected Members to the Koorda Awards Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

An item will be presented for Council to adopt the terms of reference following this committee meeting.

#### **Consultation:**

Nil.

#### **Statutory Implications:**

The Koorda Awards Committee was established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191023). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

#### **Policy Implications:**

##### **Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates**

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

**Financial Implications:**

Nil


**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation**

**That the Koorda Awards Committee Terms of Reference be adopted.**

## 6.2. Consideration of Koorda Awards Nominations

In accordance with Section 5.23 (2) (b) of the *Local Government Act 1995*, Council will close the meeting to the public to discuss a matter affecting the personal affairs on persons involved.

<b>Governance and Compliance</b>		
<b>Date</b>	3 November 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Acting Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	Nil	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	CONFIDENTIAL Nominations - Sent under separate cover.	

### Background:

The Koorda Awards Program was introduced in 2023 to replace the Australia Day Citizenship Awards. Nominations were called for and closed at 4.00pm, 31 October 2023.

There are four award categories;

- Citizen of the Year category, be a person of any age.
- Citizen of the Year - Youth category, be a person aged between 12 to 24 years.
- Citizen of the Year - Senior category, be a person over the age of 65.
- Citizen of the Year - Group category, be a local community group or not-for-profit organisation based within the Shire of Koorda.

Self-nominations will not be accepted. Nominees must be a person who resides in the Shire of Koorda.

- Sitting members of State, Federal and Local Government are not eligible.
- Nominations must be apolitical in nature.
- A person may only be nominated for one category on a nomination form.
- A person may be nominated more than once (in different categories) on separate nomination forms.
- Late entries will not be accepted.

### Comment:

The Koorda Awards Committee is to recommend to Council the Award recipients in each category based on the below selection criteria and process.

### Selection Criteria:

The nomination must demonstrate that the person(s) or group(s) citizenship activities occurred within the Shire of Koorda. External activities that benefitted the Koorda community may be taken into consideration during the selection process.

Nominations will be assessed for an individual or group who has:

- made a significant voluntary contribution to the Koorda community,
- demonstrated leadership on a community issue resulting in the enhancement of community life,
- undertaken a significant initiative that has brought about positive change and added value to community life,

- invested time and effort above the standard expected of any citizen (hours of time volunteered, range of tasks undertaken, and length of service) and is a good role model for the community.

#### **Selection Process:**

- Successful nominees will be determined by Council and the results kept strictly confidential until the announcement at the award presentation.
- All nominees will be notified prior to the event to allow recipients to invite friends and family to the presentation.
- Presentation of the Citizen of the Year Awards will be held at the Community Christmas Tree on Friday 15 December 2023, at the Koorda Primary School.
- Shire of Koorda reserves the right to withdraw any awards issued to recipients who bring the awards program or Shire of Koorda into disrepute.

#### **Consultation:**

Nil.

#### **Statutory Implications:**

Nil.

#### **Policy Implications:**

Nil.

#### **Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

1.2.1 - Recognise and support the value of our community volunteers and provide meaningful opportunities to contribute to Shire projects and improving local living.

#### **Financial Implications:**

Minor. Any purchase of medallion for winners is included in the operating budget.

**Voting Requirements:**     Simple Majority     Absolute Majority

#### **Officer Recommendation**

**That the Award Committee recommends;**

**That Council endorse the recipients of the 2023 Koorda Awards Program as determined and discussed at the meeting held on 15 November 2023.**

### **7. Urgent Business Approved by the Person Presiding or by Decision**

### **8. Date of Next Meeting**

TBC

### **9. Closure**

The Chairperson thanked everyone for their attendance and closed the meeting at x.xxpm.



**APPENDIX I – Terms of Reference**

**Koorda Awards Committee  
Terms of Reference**