



Shire of
Koorda

Drive in, stay awhile

MINUTES

Koorda Grants Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Monday 18 December 2023

Commencing 4.00pm

UNCONFIRMED

NOTICE OF MEETING

Dear Koorda Grants Committee Members,

The next Grants Committee Meeting of the Shire of Koorda will be held on Monday 18 December 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.00pm.

Lana Foote
Acting Chief Executive Officer
15 December 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 Grants Committee Meeting
4.00pm, Monday 18 December 2023



1. Declaration of Opening

The Acting CEO welcomes those in attendance and declares the meeting open at 4.00pm.

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
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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.

One nomination was received from Councillor GL Boyne for the position of Presiding Member. As no other nominations were received, Cr GL Boyne was declared elected.

4.01pm Cr Boyne assumed the chair.

4. Disclosure of Interest

The following Councillors have disclosed an interest in item 6.2 - *Consideration of 2022/2023 Round 1 Koorda Community Grant Program Applications*.

Cr Gina Boyne

Impartiality – Closely associated (spouse) is on a committee of the Koorda Football Club who is an applicant.

Cr Kylie Burrell


Impartiality – Applicant for the Koorda Darts Club. Vice President of Koorda Darts Club and closely associated (parent) of a member in the Youth Group of whom are applicants.

5. Confirmation of Minutes from Previous Meetings

Nil.

6. Officer's Reports

6.1. Adoption of Koorda Grants Committee Terms of Reference

Governance and Compliance		
Date	11 December 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Koorda Grants Committee Terms of Reference	

Background:

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

The Koorda Grants 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, 18 December 2023.

Comment:

Appointment of Elected Members to the Koorda Grants 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 Grants 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

Moved Cr JM Stratford

Seconded Cr KM Burrell

That the Koorda Grants Committee Terms of Reference be adopted.

CARRIED: 3/0

FOR: Cr GL Boyne, Cr KM Burrell, Cr JM Stratford

The following Councillors have disclosed an interest in item 6.2 - *Consideration of 2022/2023 Round 1 Koorda Community Grant Program Applications.*

Cr Gina Boyne

Impartiality – Closely associated (spouse) is on a committee of the Koorda Football Club who is an applicant.

Cr Kylie Burrell

Impartiality – Applicant for the Koorda Darts Club. Vice President of Koorda Darts Club and closely associated (parent) of a member in the Youth Group of whom are applicants.

4.05pm - SUSPEND STANDING ORDERS

Moved Cr KM Burrell

Seconded Cr JM Stratford

That standing orders be suspended to discuss item 6.2 Consideration of 2022/2023 Round 1 Koorda Community Grant Program Applications.

CARRIED 3/0

FOR: Cr GL Boyne, Cr KM Burrell, Cr JM Stratford

4.45pm - RESUMPTION OF STANDING ORDERS

Moved Cr JM Stratford

Seconded Cr KM Burrell

That standing orders be resumed as per the attendance register.

CARRIED 3/0

FOR: Cr GL Boyne, Cr KM Burrell, Cr JM Stratford

6.2. Consideration of 2022/2023 Round 1 Koorda Community Grant Program Applications

Governance and Compliance		
Date	11 December 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	2023 11 13 Koorda Youth Group \$945.36 2023 11 23 Koorda Golf Club \$2,985.45 2023 11 28 Country Bratz Playgroup \$4,325.09* 2023 11 28 Koorda Community Garden \$1,360.00 2023 11 28 Koorda Darts Club \$909.09 2023 11 30 Koorda Football Club \$2,200.00* 2023 11 30 Museum \$499.00*	

Background:

The Shire of Koorda is committed to recognising the value of all community organisations and has developed a clear and powerful vision “To build a vibrant and sustainable community with shared social values, in which we can live and work in harmony with our environment”.

The Community Grants Program is allocated from within Council’s general revenue budget each year to provide financial support to community organisations that meet the objectives of the Community Grants Program (“CGP”).

The CGP objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Koorda CGP assists community groups and Not for Profit organisations with their vital work and programmes to:

- Promote community capacity, community harmony and social cohesion;
- Encourage people and organisations to help themselves;
- Ensure fair distribution of activities and services throughout Koorda; and
- Encourage resident participation in activities which benefit the community in Koorda.

A pool of \$10,000 is available in the inaugural round of the CGP, with Grants of up to \$5,000 (exc GST) being available to community organisations. Applications opened from 1 November to 30 November.

Comment:

The Koorda Grants Committee is to recommend to Council the successful applicants for this based on the below selection criteria;

- Applicant History: Has the applicant applied previously? Did the applicant adhere to the guidelines and acquittal requirements?
- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?

- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

A list of the applications for 2022/2023 Round 1 are included below;

Group	Project	Project Cost (exc GST)	Requested Amount
Koorda Youth Group	Transforming Spaces (10 x Beanbags)	1,791.61	945.36
Koorda Golf Club	Refurbish Koorda Golf Club Tee Boxes	9,659.99	2,985.45
Country Bratz Playgroup	Jungle Music	4,711.20	4,325.09*
Koorda Darts Club	Portable Dart Boards & Mats	963.63	909.09
Koorda Community Garden	Solid Foundation	3,976.56	1,360.00
Koorda Football Club	Entertainment - mental health focus "wellbeing night"	2,790.00	2,200.00*
Koorda Museum	Rechargeable Vacuum Cleaner	544.55	499.00*
		TOTAL	13,223.99

The "Requested Amounts" marked with an * indicate organisations not registered for GST, and if approved, would not be able to claim GST on their claim invoice to the Shire.

Consultation:

Koorda CGP Applicants

Statutory Implications:

Nil.

Policy Implications:

Policy "[F - Grants - Community Grants Program](#)" covers all aspects of the Koorda CGP.

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.

1.2.2 - Develop and implement a Community Grants Program.

1.2.3 - Make available a list of current grant opportunities to local businesses, clubs and community groups.

Financial Implications:

An allocation of \$10,000 is included in the 2023/2024 Budget for the inaugural round of the Shire of Koorda Community Grants Program.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

Moved Cr KM Burrell

Seconded Cr JM Stratford

That the Grant Committee recommends;

That Council, endorse the recipients and funding allocation, for the below applicants of the 2022/2023 Koorda Community Grant Program, as determined at the Grants Committee Meeting held on 18 December 2023;

1. Koorda Golf Club	\$2985.45;
2. Koorda Football Club	\$1800.00;
3. Country Bratz Playgroup	\$2325.19;
4. Koorda Youth Group	\$945.36;
5. Koorda Community Garden	\$1360.00;
6. Koorda Museum	\$499.00

CARRIED: 3/0

FOR: Cr GL Boyne, Cr KM Burrell, Cr JM Stratford

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

Nil.

8. Date of Next Meeting

TBC - August 2024.

9. Closure

The Chairperson thanked everyone for their attendance and closed the meeting at 4.46pm.

Signed: _____

Presiding Person at the meeting at which the minutes were confirmed.

Date: TBC - August 2024

APPENDIX I – Terms of Reference

Koorda Grants Committee Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Grants Committee.

2. Head of Power

The committee is established by Council under section 5.9(2)(a) of the *Local Government Act 1995*.

3. Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (“the Shire”).
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Awards Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members include the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committees objectives.
Member	A person appointed to this committee.

4. Objectives

The Committee is to oversee and make determinations on all matters associated with the Community Grants Scheme by;

- a) Receiving and assessing grant applications for the Shire of Koorda Community Grants Program (CGP); and
- b) Making a final determination on all grant applications received as part of the CGP.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The committee shall consist of three elected members, with a fourth elected member acting as a deputy.

The quorum for a Committee meeting is as per section 5.19 of the *Local Government Act 1995*: at least 50% of members of the committee (whether vacant or not).

The Committee is supported by the Chief Executive Officer and their nominees, principally the Deputy CEO.

The Shire shall provide secretarial and administrative support to the Committee.

7. Presiding Member

The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

The role of the Presiding Member includes:

- a) overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Standing Orders Local Law 2018*;
- b) ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- c) where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

In accordance with section 5.14 of the Act, if the Presiding Member and Deputy Presiding Member are not available or are unable or unwilling to perform the function of presiding member (but a quorum is still reached), then the committee members present at the meeting are to choose who is to preside at the meeting.

8. Meetings

The Committee will meet at least twice a year, generally in August and December, inline with the two rounds of the CGP. Round 1 being open 1 July to 31 July and Round 2 being open 1 November to 30 November.

Meetings of the Committee shall not be open to the public, however proceedings and records of the Committee are not confidential.

Decisions of the Committee shall be by simple majority.

An ordinary or a special meeting of the Committee is to be held:

- a) if called for by either the Presiding Member or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b) if so decided by the Committee; or
- c) if called for by Council.

The Committee may invite, through the CEO, Shire employees, or others to attend meetings and provide pertinent information, where necessary.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

14. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

15. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Review History

Date	Council Resolution	Description of review/amendment
18/12/2023	RES: 101223	Terms of Reference Adopted
23/10/2023	RES: 191023	Committee Established