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 18 November 2026
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 18 November 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.00pm.

Zac Donovan
Chief Executive Officer
13 November 2026

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



Zac Donovan
Chief Executive Officer

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Shire of Koorda
Koorda Awards Committee Meeting
5.00pm, Wednesday 18 November 2026

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 GL Boyne	Chair
Cr BJ Harrap	Member
Cr BH Moore	Member
Cr GW Greaves	Deputy Member

Staff:

Mr Z Donovan	Chief Executive Officer
Mr R Stewart	Acting Deputy Chief Executive Officer
Miss C West	Finance Officer

Visitors:

Apologies:

Approved Leave of Absence:

Nil.

3. Public Question Time

4. Disclosure of Interest

5. Confirmation of Minutes from Previous Meetings

5.1. Koorda Awards Committee Meeting held on 20 November 2024

Click here to view the previous minutes

Voting Requirements ☒Simple Majority ☐Absolute Majority

Committee Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995,* the Minutes of the Koorda Awards Committee Meeting held 20 November 2024, as presented, be confirmed as a true and correct record of proceedings.

6. Officer's Reports

6.1. Consideration of Koorda Awards Nominations

In accordance with Section 5.23 (4) (b) of the Local Government Act 1995, Council will close the meeting to the public to discuss a matter relating to the personal affairs of an individual.

Governance and Compliance	
Date	7 November 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	Bec Coufos, Executive Support Officer
Legislation	Nil
Disclosure of Interest	Nil
Purpose of Report	☒Executive Decision ☐Legislative Requirement ☐Information
Attachments	(CONFIDENTIAL – Attachment redacted) Nomination Form

Background:
The Koorda Awards Program was introduced in 2023 to replace the Australia Day Citizenship Awards. Nominations for the 2026 Awards closed at 4.00pm, 31 October 2026.

There are four award categories;
1. Citizen of the Year category, be a person of any age.
2. Citizen of the Year - Youth category, be a person aged between 12 to 24 years.
3. Citizen of the Year - Senior category, be a person over the age of 65.
4. 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 and nominations must be apolitical in nature.
A person may only be nominated for one category on a nomination form however 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 the 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:
a. Made a significant voluntary contribution to the Koorda community,
b. Demonstrated leadership on a community issue resulting in the enhancement of community life,

c. Undertaken a significant initiative that has brought about positive change and added value to community life,
d. 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 18 December 2026, at the Koorda Recreation Centre.
The Shire of Koorda reserves the right to withdraw any awards issued to recipients who bring the awards program or Shire of Koorda into disrepute.

2026 Nominations:
Nominations for all categories closed on 31 October 2026. At the close of nominations, the Shire had received one nomination in the Citizen of the Year category.
The completed nomination form is attached to the item for the committee's consideration.
The Shire received no other nominations for the Citizen of the Year or any other category.

Consultation:
Nil

Statutory Implications:
Nil

Policy Implications:
Nil

Strategic Implications:
Shire of Koorda Strategic Community Plan 2026-2036
1.3 – Support Youth Volunteers and Community Groups
4.1 - Strengthen engagement transparency and trust

Financial Implications:
Nil additional

Voting Requirements: ☒Simple Majority ☐Absolute Majority

Officer Recommendation

That the Shire of Koorda Awards Committee recommends that the Council endorse awarding the Citizen of the Year in the 2026 Koorda Awards Program to the nominee preferred by the committee at the meeting of 18 November 2026.

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

8. Date of Next Meeting

17 November 2027.

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

1. Name
The name of the committee is the Shire of Koorda Awards 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 *Local Government Act 1995*.
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 includes 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:

4.1. Assess applications received for each of the four categories for the Koorda Community Awards, namely:
- Shire of Koorda Community Citizen of the Year
- Shire of Koorda Community Citizen of the Year - Youth (under 25)
- Shire of Koorda Community Citizen of the Year - Senior (65 and over)
- Shire of Koorda Community Citizen of the Year - Group

4.2. Select a recipient for each category.

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 once a year, generally in November, as Koorda Award applications are open from 1 October to 31 October.

Meetings of the Committee shall not be open to the public, and all proceedings and records of the Committee shall be 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
15/11/2023	RES: 041123	Terms of Reference Adopted
23/10/2023	RES: 191023	Committee Established