



SHIRE OF
COOROW
ALWAYS IN SEASON

AGENDA

FOR THE

SPECIAL COUNCIL MEETING

TO BE HELD ON

WEDNESDAY 14 JANUARY 2026

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

Members of the public are cautioned against taking any action on Council decisions, on items in this Agenda in which they may have an interest, until such times as they have been advised in writing by Shire staff

NOTICE OF MEETING

PLEASE BE ADVISED THAT THE

SPECIAL COUNCIL MEETING

COMMENCING AT 5.00PM

WILL BE HELD ON

WEDNESDAY 14 JANUARY 2026

COOROW COUNCIL CHAMBERS

Mia Maxfield

Chief Executive Officer

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information. A written inquiry should be made to the Council giving reasons for seeking the advice or information and how it is proposed to be used.

Councillors Schedule for the Day

Coorow Council Chambers

5.00pm

Ordinary Council Meeting

Our Guiding Values

Community

Serving our community is the guiding principle for Council.

Leadership

We will provide leadership for the betterment of our community.

Loyalty

Our conduct will demonstrate our commitment to our community.

Accountability

We will be open, honest and responsible in the way we undertake all of our functions.

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Coorow (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire 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 licence, any statement or intimation of approval made by any Elected Member or officer of the Shire during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire. The Shire warns that anyone who has any application lodged with the Shire 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 in respect of the application.

Notes for Members of the Public

PUBLIC QUESTION TIME

The Shire of Coorow extends a warm welcome to you in attending any Shire meeting. The Shire is committed to involving the public in its decision making processes whenever possible. The ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

MEETING FORMALITIES

Local government Council meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone or audible pager is not switched on or used during any Shire meeting.

Members of the public are hereby advised that the use of any electronic, visual or audio recording device or instrument to record proceedings of the meeting is not permitted without the permission of the Presiding Member.

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Meeting Dates

Month	Venue	Time	Date	Type
July	Coorow	5.00pm	Wednesday 16 July 2025	Ordinary
August	Leeman	5.00pm	Wednesday 20 August 2025	Ordinary
September	Warradarge	5.00pm	Tuesday 16 September 2025	Ordinary
October	Coorow	5.00pm	Wednesday 22 October 2025	Ordinary
November	Leeman	5.00pm	Wednesday 19 November 2025	Ordinary
December	Coorow	5.00pm	Wednesday 17 December 2025	Ordinary
February	Coorow	5.00pm	Wednesday 11 February 2026	Ordinary
March	Green Head	5.00pm	Wednesday 18 March 2026	Ordinary
April	Coorow	5.00pm	Wednesday 15 April 2026	Ordinary
May	Leeman	5.00pm	Wednesday 20 May 2026	Ordinary
June	Coorow	5.00pm	Wednesday 17 June 2026	Ordinary

Notes for Elected Members

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

- ☐ **Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☐ **Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
- ☐ **Legislative** Includes adopting local laws, local planning schemes and policies.
- ☐ **Review** When Council reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice eg local planning applications, building licences, other permits/licences (eg under Health Act, Dog Act or local laws and other decisions that may be appealable to the State Administrative Tribunal (SAT)

ALTERNATIVE MOTIONS

Councillors wishing to make alternative motions to officer recommendations are requested to provide notice of such motions in written form to the Chief Executive Officer prior to the Council meeting.

DECLARATIONS OF INTERESTS

Elected Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences. Section 5.60A of the *Local Government Act 1995* states;

"a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

Section 5.60B states;

"a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person's land;

or

(b) a proposed change to the zoning or use of land that adjoins the person's land; or

- (c) *a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

Regulation 11 (Impartiality) states:

- (1) *In this regulation —*

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) *A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —*

(a) *in a written notice given to the CEO before the meeting; or*

(b) *at the meeting immediately before the matter is discussed.*

- (3) *Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.*

- (4) *Subregulation (2) does not apply if —*

(a) *a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or*

(b) *a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.*

- (5) *If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —*

(a) *before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and*

(b) *at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.*

- (6) *If —*

(a) *under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or*

(b) *under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,*

the nature of the interest is to be recorded in the minutes of the meeting.

Section 5.61 of the Local Government Act 1995 states;

"A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter."

Section 5.62 of the Local Government Act 1995 states;

- (1) *"For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —*

- (a) the person is in partnership with the relevant person; or*
- (b) the person is an employer of the relevant person; or*
- (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or*
 - (ca) the person belongs to a class of persons that is prescribed; or*
- (d) the person is a body corporate —*
 - (i) of which the relevant person is a director, secretary or executive officer; or*
 - (ii) in which the relevant person holds shares having a total value exceeding —*
 - I. the prescribed amount; or*
 - II. the prescribed percentage of the total value of the issued share capital of the company,*

whichever is less;

or

- (e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or*
 - (ea) the relevant person is a council member and the person —*
 - (i) gave an electoral gift to the relevant person in relation to the election at which the relevant person was last elected; or*
 - (ii) has given an electoral gift to the relevant person since the relevant person was last elected;*
- or*
- (eb) the relevant person is a council member and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last elected; or*
- (ec) the relevant person is a CEO and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last employed (or appointed to act) in the position of CEO; or*
- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.*

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**1.1 SALUTATIONS AND OPENING OF MEETING**

The President, President G Sims, welcomed those present and opened the Meeting at [Type time](#).

1.2 ACKNOWLEDGEMENT OF COUNTRY

The Shire of Coorow acknowledges the traditional owners of this land – the Yued people, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to elders both past, present and emerging.

1.3 VISITORS**2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE****2.1 ATTENDANCE**

Councillor G Sims

Councillor G Censi

Councillor D Gericke

Councillor C Hassell

Councillor G Hannington

Councillor D Melbin

Councillor L Van Den Heever

Mrs M Maxfield

Chief Executive Officer

2.2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATION

In accordance with regulation 14C(2) of the Local Government (Administration) Regulations 1996. Application to participate via electronic means is to be made twenty four (24) hours prior to the meeting. The member must ensure that the location is quite and private without distraction where all doors and windows can be closed to other people. The Shire of Coorow utilises either Zoom or the Microsoft Teams platform. The attendee will be notified of the platform to be used prior to the meeting.

2.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

2.4 APOLOGIES

Nil

3 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the Local Government Act 1995 requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed. An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

4 NEW BUSINESS OF URGENT NATURE

5 MATTERS WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

5.1 Appointment of Acting Chief Executive Officer

This matter is considered to be confidential under Section 5.23(2) - (a) and (b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees and the personal affairs of any person.

6 CLOSURE**6.1 DATE OF NEXT MEETING**

Next Council Meeting will be held on Wednesday 11 February 2026 from 5:00 PM.(Coorow Council Chambers)

6.2 CLOSURE OF MEETING

There being no further business the President, President G Sims closed the meeting at [type time](#).