



# **UNCONFIRMED**

## **MINUTES**

**Special Council Meeting**

**21 January 2026**

**5.30pm**

**Council Chambers, Bayley Street, Coolgardie**

**DISCLAIMER**

Members of the public are advised that Council agendas, recommendations, minutes and resolutions are subject to confirmation by Council and therefore, prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

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Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decisions with respect to any particular issue

**ACKNOWLEDGEMENT OF COUNTRY**

The Shire of Coolgardie acknowledges the Traditional Owners of the land on which we meet and acknowledges their continuing cultural connection to the Land, Waters and Community. We pay our respect to Elders past and present.

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**MINUTES OF SHIRE OF COOLGARDIE  
SPECIAL COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, BAYLEY STREET, COOLGARDIE  
ON WEDNESDAY, 21 JANUARY 2026 AT 5.30PM**

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Shire President, Paul Wilcox, opened the meeting at 5.31pm and welcomed his fellow Councillors, staff and members of the public, and thanked them for their attendance.

**1.1 ACKNOWLEDGMENT OF COUNTRY**

“The Shire of Coolgardie acknowledges the Traditional Owners of the land, on which we meet and pay our respects to Elders past, present and emerging”

**2 DECLARATION OF COUNCIL MEMBERS**

The Shire President invites Council Members to declare that they have read the agenda and supporting documents and able to make informed decision on all matters accordingly.

**3 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**PRESENT:**

Cr Paul Wilcox (Shire President), Cr Anthony Ball (Deputy President), Cr Tracey Rathbone, Cr Tammee Keast, Cr Corey Matthews

**IN ATTENDANCE:**

Rebecca Horan (Executive Manager Governance and Workplace), Kasey Turner (Executive Assistant), Raj Subbiah (Finance Manager)

**APOLOGIES**

Cr Daphne Simmons, Cr Julie-Ann Williams

**LEAVE OF ABSENCE**

Nil

**MEMBERS OF THE PUBLIC**

Bruce Olsen, Jan McLeod

**4 DECLARATIONS OF INTEREST**

**4.1 Declarations of Financial Interests – Local Government Act Section 5.60A**

**4.2 Declarations of Proximity Interests – Local Government Act Section 5.60B**

**4.3 Declarations of Impartiality Interests – Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidate for Election, Code of Conduct for Employees**

Deputy President, Anthony Ball, declared an impartiality interest in item 9.1.1 Independent Panel Member for the Chief Executive Officer Recruitment Panel.

**5 PUBLIC QUESTION TIME**

Jan McLeod - Widgiemooltha

**1. How does the recommended candidate fulfil the selection criteria for the appointment of Independent Member of the CEO Selection Panel?**

Shire President response:

There were 5 selection criteria's that were considered by the panel as part of considering the application that we received.

**1. Independence from the Shire**

The applicant has confirmed that they have no close personal, financial, or governance conflicts with the Council, its staff, or applicants. This demonstrates an ability to act independently and impartially throughout the recruitment and selection process.

**2. Professional Integrity, Sound Judgement, and Confidentiality**

Through extensive experience the candidate outlined in his previous leadership and management roles, he demonstrated high levels of professional integrity and sound judgement. These roles have required the handling of sensitive matters with discretion and confidence, indicating a strong capacity to maintain confidentiality and manage sensitive information appropriately.

**3. Understanding of Good Governance Principles**

The applicant has a sound understanding of governance and management principles, including direct experience in the recruitment and hiring of staff. Additionally, having stood for a Council election, the applicant has a practical understanding of local government governance, including the respective roles and responsibilities of the CEO, staff, and Councillors, and the importance of merit-based and accountable decision-making.

**4. Capacity to Commit Required Time**

The applicant has indicated their willingness and ability to contribute meaningfully to the task, demonstrating an understanding of the responsibilities involved and a capacity to commit the required time for the duration of the recruitment and selection process.

**5. Communication and Interpersonal Skills**

The applicant identifies strong communication and interpersonal skills developed through leadership roles and active community involvement. Their experience enables them to contribute constructively to discussions, engage respectfully with others, and support evidence-based deliberations.

**6 APPLICATIONS FOR LEAVE OF ABSENCE****LEAVE OF ABSENCE****COUNCIL RESOLUTION #01/2026**

**Moved:** Cr Tracey Rathbone

**Seconded:** Cr Tammee Keast

**That Council approve leave of absence for Cr Corey Matthews from 12 February 2026 to 12 March 2026.**

**In Favour:** Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast and Corey Matthews

**Against:** Nil

**CARRIED 5/0**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MINUTES**

Nil

**8 REPORTS OF COMMITTEES**

Nil

**9 REPORTS OF OFFICERS**

## 9.1 Executive Services

Deputy President, Anthony Ball, declared an impartiality interest in item 9.1.1 Independent Panel Member for the Chief Executive Officer Recruitment Panel.

### 9.1.1 INDEPENDENT PANEL MEMBER FOR THE CHIEF EXECUTIVE OFFICER RECRUITMENT PANEL

**Location:** Nil

**Applicant:** Nil

**Disclosure of Interest:** Nil

**Date:** 15<sup>th</sup> January 2026

**Author:** Rebecca Horan, Executive Manager Governance and Workplace

The current Chief Executive Officer has previously declared an interest in this matter and has played no part in the preparation of this agenda item.

#### SUMMARY

This item is presented to Council to appoint Mr Colin Meagher to the CEO Recruitment Panel as the Independent Panel Member.

#### BACKGROUND

At the Ordinary Meeting held on the 16<sup>th</sup> December 2025, Council resolved the following:

*COUNCIL RESOLUTION #222/2025*

*Moved: Cr Tracey Rathbone*

*Seconded: Cr Tammee Keast*

*That Council:*

- 1. Call for Expressions of Interest for a suitably qualified and or experienced person to nominate to sit on the Chief Executive Officer Recruitment Panel, with the closing date for the Expressions of Interest to be 4pm on Friday 9<sup>th</sup> January 2026.*
- 2. Approve of the appointed Chief Executive Officer Recruitment Panel to receive and consider all applications.*
- 3. Endorse the inclusion of one preferred Independent Panel Member for the duration and to the conclusion of this recruitment process.*
- 4. Confirm that once Council formally considers the recommendation of the Chief Executive Officer Recruitment Panel the Independent Panel members role ceases.*

*In Favour:* *Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams*

*Against:* *Nil*

*CARRIED 7/0*

#### COMMENT

The Expressions of Interest was advertised on the Shire's website, Facebook and in Saturday's 20<sup>th</sup> December 2025 edition of the Kalgoorlie Miner, with submissions closing on Friday 9<sup>th</sup> January 2026 at 4.00pm. During the advertising period, only 1 expression of interest was received and that was from Colin Meagher (attached).

An assessment has been made of Mr Meagher's qualifications and experience, as provided by him, and he is eligible for appointment, and suitably qualified to do so.

Accordingly, it is recommended that Council appoint Mr Meagher as the Independent Member on the Chief Executive Officer Recruitment Panel.

## **CONSULTATION**

Council Members

## **STATUTORY ENVIRONMENT**

*Local Government Administration Regulations 1996 – Schedule 2 – Model Standards for CEO recruitment, performance and retention.*

## **POLICY IMPLICATIONS**

Policy 1.10 – CEO Standards and Performance Review Process

## **FINANCIAL IMPLICATIONS**

The appointment of an Independent Panel Member is not a paid role or function.

## **STRATEGIC IMPLICATIONS**

### **Accountable and effective leaders**

Ensuring the Shire of Coolgardie is well positioned to meet future needs

High quality corporate governance, accountability and compliance

## **ATTACHMENTS**

1. Expression of Interest Independent Chair Panel Member - Colin Meagher - Confidential
2. Code of Conduct for Council Members, Committee Members, and Candidates

## **VOTING REQUIREMENT**

Simple Majority



**OFFICER RECOMMENDATION**

That Council:

1. Appoint Mr Colin Meagher to the CEO Recruitment Panel as the Independent Panel Member.
2. Request staff advise Mr Colin Meagher of his appointment to the Panel including the requirement to sign and return a Confidentiality and Probity Agreement prior to his commencement.
3. Determine that the Independent Panel Member be subject to the Code of Conduct for Council Members, Committee Members, and Candidates, and that Mr Meagher be advised and requested to confirm his acceptance accordingly.

**COUNCIL RESOLUTION #02/2026**

**Moved:** Cr Tracey Rathbone

**Seconded:** Cr Tammee Keast

**That Council:**

1. Appoint Mr Colin Meagher to the CEO Recruitment Panel as the Independent Panel Member.
2. Request staff advise Mr Colin Meagher of his appointment to the Panel including the requirement to sign and return a Confidentiality and Probity Agreement prior to his commencement.
3. Determine that the Independent Panel Member be subject to the Code of Conduct for Council Members, Committee Members, and Candidates, and that Mr Meagher be advised and requested to confirm his acceptance accordingly.

**In Favour:** Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast and Corey Matthews

**Against:** Nil

**CARRIED 5/0**



**CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND  
CANDIDATES 2021**

This Code of Conduct for Council Members, Committee Members and Candidates was adopted by Council by Absolute Majority on February 23 2021

**Division 1 — Preliminary provisions**

**1. Citation**

This is the *Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidates*.

**2. Terms used**

(1) In this code —

*Act* means the *Local Government Act 1995*;

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

**Division 2 — General principles**

**3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

**4. Personal integrity**

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and

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- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

**6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

**Division 3 — Behaviour**

**7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

**8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and

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- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

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- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## **Division 4 — Rules of conduct**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

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**16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

**17. Misuse of local government resources**

- (1) In this clause —  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

- (1) In this clause —  
*local government employee* means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.

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- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —
  - closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - confidential document* means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
  - document* includes a part of a document;
  - non-confidential document* means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —
  - interest* —
    - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
    - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

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- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



**10 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****10.1 Elected Members**

Nil

**10.2 Council Officers**

Nil

**11 CLOSURE OF MEETING**

The Meeting closed at 5.42pm.