



MINUTES
SPECIAL COUNCIL MEETING
HELD ON
WEDNESDAY
11 MARCH 2026
COMMENCING AT 4.00 PM



Disclosure of Interest Form
(Elected Members/Committee Members/Employees/Contractors)

Local Government Act 1995 (Section 5.65, 5.70 & 5.71)

To: Chief Executive Officer

☐ Ordinary Council Meeting held
on

☐ Special Council Meeting held
on

☐ Committee Meeting held on

☐ Other

Report No

Report Title

Name

☐ Elected
Member

☐ Committee

☐ Employee

☐ Contractor

Type of Interest (*see overleaf for further information)

☐ Proximity

☐ Financial

☐ Impartiality

Nature of Interest

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

Name: _____ Signed: _____ Date: _____

Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

Note 2: Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

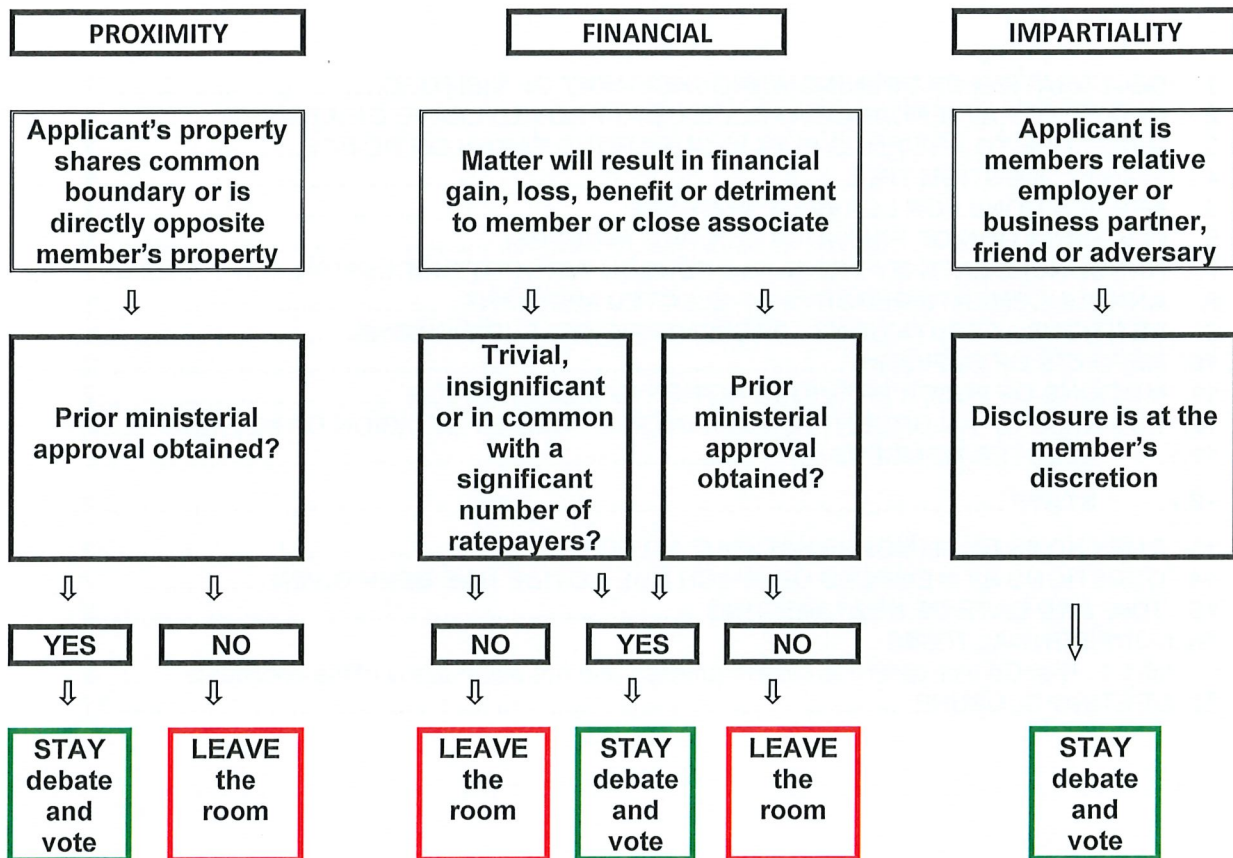
OFFICE USE ONLY

CEO
:

Signed:

Date:

Declaring an Interest



Local Government Act 1995 - Extract

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be 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. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:
 - (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

- (1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the Council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the Council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

- If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:
- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

'Local Government (Administration) Regulations 1996 – Extract

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

"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.

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MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.02pm:

Acknowledgement of Country: -

The Shire of Three Springs acknowledges the traditional owners of this land – the Southern Yamatji 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.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

	Attendance	Approved Leave of Absence	Absent
Councillor Eva	Present		
Councillor Mutter	Present		
Councillor Ennor	Present		
Councillor Connaughton	Present		
Temporary Chief Executive Officer	Present		
Executive Secretary	Present		

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

Nil

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

The Shire President reminds Council Members and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting prior to the matter being discussed.

Members of the public are cautioned against taking any action on Council decisions, on items in which they may have an interest, until such time as they have seen a copy of the Minutes of the meeting or have been advised in writing by Shire of Three Springs staff.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Nil

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. REPORTS OF OFFICERS

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

- 12.1. Elected Members – Nil
12.2 Staff - Nil

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday, 25 March 2026 @ 5.30pm.

16. CONFIDENTIAL ITEMS

16.1. RECOMMENDATION TO CLOSE COUNCIL MEETING

008/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION		16.1.
<u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Ennor In accordance with the <i>Local Government Act 1995</i> - Reason for Confidentiality Section 5.23(2) (c), "a contract entered into, or which may be entered into by the local government". It is a requirement of the <i>Freedom of Information Act 1992</i> that all this information is returned to the Chief Executive Officer at the completion of these items for appropriate filing to maintain confidentiality. Once all negotiations have been completed for Agenda Item 16.1.1 this will be considered an "exempt document" in accordance with Schedule 1 of the <i>Freedom of Information Act 1992</i> denying public access.		
	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
CARRIED: VOTED:4/0		

16.1 REPORTS OF OFFICERS

Executive Services	
16.1.1. Confidential - That Council defer the current process and not appoint any of the applicants.	
Agenda Reference:	Temporary Chief Executive Officer
Location/Address:	Three Springs
Name of Applicant:	The Shire of Three Springs
File Reference:	ADM0527
Disclosure of Interest:	Temporary Chief Executive Officer. Nature of the interest: Financial
Date:	11 March 2026
Author:	Mark Dacombe, Temporary Chief Executive Officer
Attachment (s):	Report from the CEO Recruitment Consultant regarding the Chief Executive Officer recruitment process

Council Role:

- ☐ 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 e.g. adopting plans and reports, accepting tenders, directing operations, 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 e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

To consider a report from the CEO Recruitment Consultant to close off the current phase of the CEO recruitment process.

Background:

The Consultant, was appointed by the Council at the Shire of Three Springs to provide, Recruitment and Selection services to recruit the vacant Chief Executive Officer position.

Officer's Comment:

The Council, through its CEO Recruitment Panel has conducted a recruitment process with the assistance of the CEO Recruitment Consultant.

This process comprised defining the specific CEO capabilities being sought by the Council.

The strategic direction, organisational development, and community requirements were discussed and agreed. From this the consultant prepared the draft Application Package which was approved by the Panel prior to advertising the position from 7 October 2026.

Advertising was conducted through five separate channels in October 2026 and readvertised through four of those channels in December 2025.

Each advertising round drew several applications. After due consideration by the Panel at a meeting held on Monday 9 February 2026, it was decided not to progress any of the applications.

It is now necessary to close off this process and advise the applicants of the Council's decision, and this is the recommendation contained in the consultant's confidential report attached.

At the February Ordinary Council Meeting a new Temporary Chief Executive Officer was appointed and in due course the Council will consider the next steps to appoint a permanent Chief Executive Officer. It is desirable that this be time bound and that the Temporary Chief Executive Officer be requested to report no later than the May Ordinary Council Meeting on the recommended steps to progress the recruitment process.

Consultation:

Members of the CEO Recruitment Panel

Cr Nadine Eva, Chair

Cr Jennifer Mutter

Cr Julia Ennor

Cr Chris Connaughton

Ms. Caroline Robinson, Independent Panel member

Statutory Environment:

Section 5.36 of the Local Government Act 1995 requires Council to appoint a Chief Executive Officer.

The recruitment process must be conducted in accordance with the Local Government (Administration) Regulations 1996.

Policy Implications:

There are no direct policy implications associated with this report.

Financial/Resources Implications:

Costs associated with the recruitment process, including consultant engagement and advertising, have been funded through the Shire's operating budget.

Further costs may be incurred when Council determines to recommence the recruitment process.

Strategic Implications:

This item is relevant to the Council's approved Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	Outcome:
Strong leadership and governance	Recruitment of a suitably qualified Chief Executive Officer to lead the organisation

This item is relevant to the Council's Corporate Business Plan 2020-2024.

Corporate Business Plan 2020-2024	
Scope Statement:	Project Outputs:
Governance and organisational leadership	Appointment of a Chief Executive Officer

Voting Requirements:

Absolute Majority

Officer's Recommendation:

009/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION		16.1.1.
DCEO declared a financial interest		
		<u>MOVED:</u> Cr. Mutter
		<u>SECONDED:</u> Cr. Ennor
That Council:		
1. Receive the report regarding the Chief Executive Officer recruitment process; 2. Defer the current process and not appoint any of the applicants; 3. Request the Temporary Chief Executive Officer to report to the Council no later than the May Ordinary Council Meeting on the recommended steps necessary to progress the recruitment process.		
	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
CARRIED: VOTED: 4/0		

MOVED: Cr. Connaughton
SECONDED: Cr. Mutter

That Council re-open the meeting to members of the public after discussion of confidential items.

	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	

CARRIED:
VOTED: 4/0

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 4.06pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____

Presiding Officer

Date: 11 March 2026