



MINUTES
SPECIAL COUNCIL MEETING
TO BE HELD ON
THURSDAY
4 JUNE 2026
COMMENCING AT 5.30 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

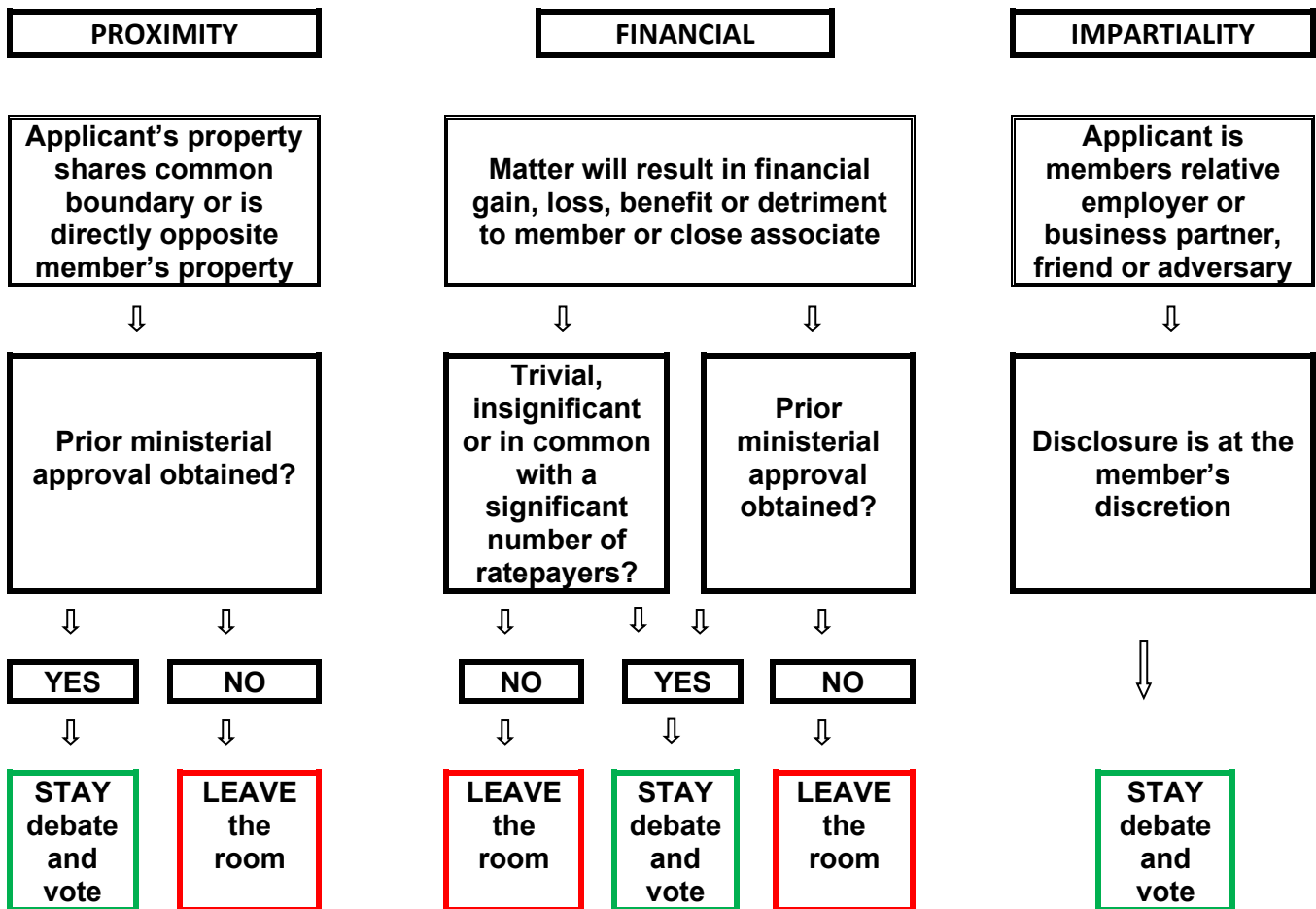
CEO

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: 5:42pm

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		
Councillor Trant	Present		
Councillor Burnett	Present		
Councillor Young	Present		
Temporary Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Executive Secretary			Absent
Community Development Officer	Present		
Tourism & Events Officer	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

*** The Temporary Chief Executive Officer declared an interest in the following Item 10.1 “Endorsement of CEO Application Package” and remained in the meeting.*

10. REPORTS OF OFFICERS

Executive Services	
10.1 Endorsement of CEO Application Package	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	The Temporary CEO has a financial interest in this matter
Date:	4 June 2026
Author:	Mark Dacombe, Temporary Chief Executive Officer
Attachment (s):	Draft CEO Application Package – CONFIDENTIAL – to be circulated separately

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:

At its Ordinary Council Meeting held on 27 May 2026, the Council recommenced the process for the recruitment of the Chief Executive Officer following a short pause after no suitable candidates were selected for interview by the Panel. As part of getting the process underway again, the Council needs to approve a refined Application Package.

Background:

The Council held a workshop following the May OCM to review the application package. This report proposes the endorsement of the Chief Executive Officer (CEO) Application Package, including the Job Description Form (JDF), as discussed and refined during and after the Council workshop held on 27 May 2026, to enable the recruitment process to proceed. All Council Members were present with the exception of Cr Chris Connaughton

The purpose of the workshop was to review the draft CEO Application Package, including the advertisement, job description, remuneration and benefits offered, to ensure it reflects the position requirements, selection criteria, and recruitment approach agreed by Council.

Officer's Comment:

The CEO Application Package presented in this agenda outlines the qualifications, selection criteria and responsibilities of the position. It details the information for applicants, including remuneration and benefits offered.

Consultation:

Council (Workshop – 27 May 2026)

Mark Dacombe, CEO

Patricia McKeon, Administrative Assistant

Lydia Highfield, Facilitator / Recruitment Consultant

Statutory Environment:

Local Government Act 1995 – Section 5.36 (Local government employees)

Policy Implications:

Nil

Financial/Resources Implications:

The recruitment process will be funded from the 2025/26 Budget allocation for CEO recruitment.

Strategic Implications:

This item is relevant to the SoTS Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	Outcome:
Nil	Nil

This item is relevant to the SoTS Corporate Business Plan 2020-2024.

Corporate Business Plan 2020-2024	
Scope Statement:	Project Outputs:
Nil	Nil

MOVED: Cr. Connaughton
SECONDED: Cr. Mutter

To close the meeting to discuss Item 10.1.2.

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

CARRIED:
VOTED:7/0

Recording was suspended at 5.44pm to discuss item 10.1.2" Endorsement of CEO Application Package"

**The Community Development Office left the meeting at 5.44pm.*

0028/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1.1**MOVED: Cr. Ennor****SECONDED: Cr. Burnett**

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	✓	
Cr. Trant	✓	
Cr. Burnett	✓	
Cr. Young	✓	

**CARRIED:
VOTED: 7/0**

Recording of the meeting resumed at 6.03pm

The CDO returned to the meeting at 6.04pm

Voting Requirements:

Absolute Majority

Officer's Recommendation:**028/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1.2**

MOVED: Cr. Mutter
SECONDED: Cr. Connaughton

That Council endorses the Chief Executive Officer Application Package as presented, to enable the recruitment process to proceed with minor amendments.

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

CARRIED:
VOTED:7/0
By Absolute Majority

10. REPORTS OF OFFICERS

Corporate Services	
10.2 Budget Amendment – Hockey Club Building Roof Repairs	
Agenda Reference:	TCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0017
Disclosure of Interest:	Nil
Date:	3 June 2026
Author:	Mark Dacombe, Temporary Chief Executive Officer
Attachment (s):	Nil

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:

For the Council approve a budget amendment to provide \$8,200 for roof repairs to the Hockey Club building, with \$8,000 to be allocated from the 2025/26 budget for a drinking fountain at the hockey grounds [Job PC1113]

Background:

The Shire has received a request from the Hockey Club to assist with the cost of roof repairs to the Club building.

The Hockey Club has made this request citing the considerable funding the Club has invested in renovations to date.

The timing is optimal as the Shire will shortly have a contractor in town to undertake a range of other roof works including the Visitor Centre.

If the Council supports this request, it will enable the renovation project to be completed. Whilst it would be possible to defer this request to 2026/27 budget deliberations any possible synergies with other roof work would be lost. The fountain project cannot proceed now as the costs far exceed the budget provision.

Officer's Comment:

Refer to Financial/Resources Implications.

Consultation:

Chief Executive Officer and Manager of Works and Services
Supervisor Parks and Operations

Statutory Environment:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the Council.

Policy Implications:

Nil

Financial/Resources Implications:

The funds can be provided by offsetting against another Hockey Club project, being the "fountain"

Strategic Implications:

This item is relevant to the Council's approved Strategic Community Plan 2018-2028.

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
Nil	Nil

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

Corporate Business Plan 2020 – 2024	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

028/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION

10.2

MOVED: Cr. Burnett
SECONDED: Cr. Mutter

That Council:

1. Approve a budget amendment of \$8,200 for the Hockey Club roof repairs
2. Transfer \$8,000 from Hockey Ground Capital Works

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

CARRIED:
VOTED:7/0
By Absolute Majority

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, 24 June 2026 @ 5.30pm.

16. CONFIDENTIAL ITEMS

Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting
at 6:07pm.

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

Signed: _____
Presiding Officer

Date: 24 June 2026