THREE SPRINGS SHIRE COUNCIL

Heart of North Midlands

MINUTES
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
23 JULY 2025
COMMENCING AT 5.30 PM

WILDFLOWER COUNTRY

Shire of Three Springs
PO Box 117, Three Springs
WA 6519

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:** _____

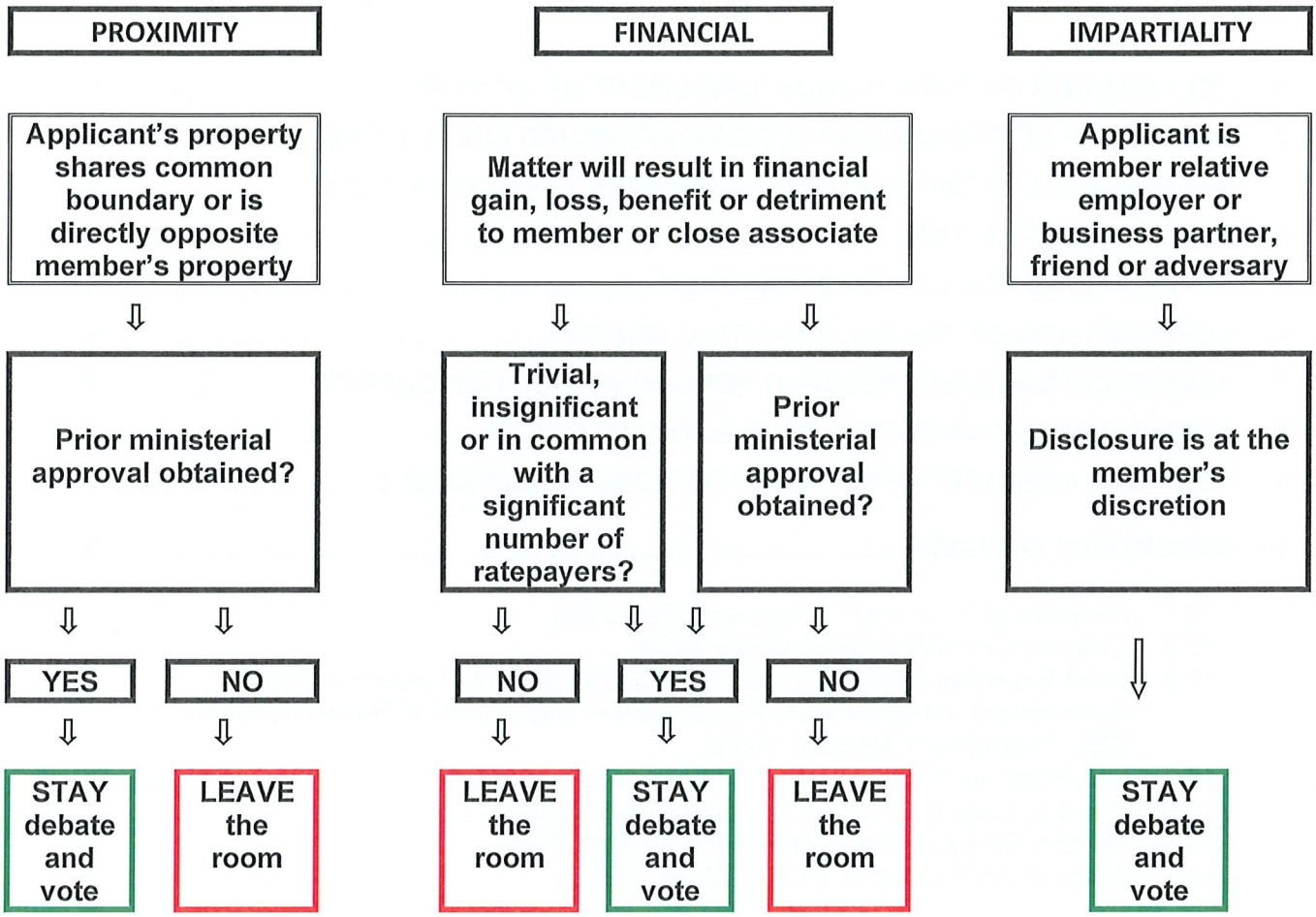
Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

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.

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS 6
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE 6
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 6
4. PUBLIC QUESTION TIME 6
5. APPLICATIONS FOR LEAVE OF ABSENCE 6
6. CONFIRMATION OF PREVIOUS MEETING MINUTES 6
7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION 7
8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS 7
9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS 7
10. REPORTS OF OFFICERS 8

    10.1 Freedom of Information Statement 2024-2025
    10.2 Ordinary Council Meetings Dates 2026
    10.3 Chief Executive Officer Recruitment – Establishment of Selection Panel, Appointment of Independent Panel Member and Terms of Reference for the CEO Recruitment Selection Panel
    10.4 Mid-West Grain Freight Route Projects- Project Update
    10.5 Three Springs Aquatic Centre Master Plan 2025–2035
    10.6 Monthly Financial Report for Period 30 June 2025
    10.7 Accounts for Payments as at 30 June 2025

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 35
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING 35
    12.1. ELECTED MEMBERS 35
    12.2. STAFF 35
13. QUESTIONS BY MEMBERS WITHOUT NOTICE 35
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 35
15. TIME AND DATE OF NEXT MEETING 35
16. CONFIDENTIAL ITEMS 35
17. MEETING CLOSURE 35

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at:5.30pm and would like to remind everyone that this meeting is being recorded.

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 Lane	Present		
Councillor Eva	Present		
Councillor Heal	Present		
Councillor Mutter			Absent
Councillor Ennor	Present		
Councillor Connaughton	Present		
Councillor Mills	Present		
Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Manager of Infrastructure	Present		
Executive Secretary	Present		

Members of the Public	
Mr. Steven Cosford, Three Springs.	

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil

4. PUBLIC QUESTION TIME
Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	**Moved**	**Seconded**	**Vote**	**Date**
5.1	Cr. Heal	August	Cr. Ennor	Cr. Eva	6/0	27/08/2025

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting is confirmed as true and accurate record of proceedings.

		Date	**Moved**	**Seconded**	**Vote**
6.1	Ordinary Council Meeting	25.06.25	Cr. Lane	Cr. Eva	6/0

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.

The Shire President congratulated President Gary Cosgrove -Shire of Mingenew & Mr Paul Anderson – Shire of Perenjori, on receiving an Eminent Service Award at WALGA 2025 Local Government Awards.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	Wed 11 June – Aha Consulting meeting Thurs 12 June - SCM Fri 20 June - NCZ meeting Wed 25 June – TLG Tutors meeting @ Council Chambers Wed 25 June – OCM Weekly catch-up with CEO & DCEO
Cr. Eva	Wed 11 June – Aha Consulting meeting Thurs 12 June - SCM Fri 20 June - NCZ meeting Wed 25 June – TLG Tutors meeting @ Council Chambers Wed 25 June - OCM
Cr. Heal	
Cr. Mutter	Thurs 12 June - SCM Wed 25 June – TLG Tutors meeting @ Council Chambers Wed 25 June - OCM
Cr. Ennor	Thurs 12 June - SCM Wed 25 June – TLG Tutors meeting @ Council Chambers Wed 25 June - OCM
Cr. Connaughton	Wed 25 June – TLG Tutors meeting @ Council Chambers Wed 25 June - OCM
Cr. Mills	

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. REPORTS OF OFFICERS

Executive Services	
10.1 Freedom of Information Statement 2024-2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM0063
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Draft Freedom of Information Statement 2025

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:
That the council endorse the Shire of Three Springs Freedom of Information Statement for the financial year 1 July 2024 to 30 June 2025 and forward a copy to the Office of the Information Commissioner.

Background:
The Shire of Three Springs is required to produce its Information Statement in accordance with section 96(2) of the Freedom of Information Act and to either publish a 'stand-alone' information statement or include the prescribed information in its annual report. Council is required to make a copy of its Information Statement available for inspection and/or purchase at its office of administration.

Officer's Comment:
The Freedom of Information Statement 2024-2025 for Shire of Three Springs has been prepared and updated and on endorsement by Council will be forwarded to the Office of the Information Commissioner as required (at intervals of not more than 12 months).

Consultation:
Chief Executive Officer

Statutory Environment:
Freedom of Information Act 1992 Part 5 s.96 and 97

96. Information statement, each agency to publish annually

(1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act-

a) Within 12 months after the commencement of this Act; and

b) At subsequent intervals of not more than 12 months.

(2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.

(3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.

(4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

(Section 96 amended by No. 47 of 1999 s. 13)

97. Information statement and internal manual, each agency to make available etc.

(1) An agency (other than a Minister or an exempt agency) has to cause copies of –

a) its most up-to-date information statements; and

b) each of its internal manuals,

(2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.

(3) A subcontractor does not have to comply with subsection (1) and (2) if the relevant contractor has complied with those subsections on behalf of the subcontractor.

Policy Implications:
Shire of Three Springs Freedom of Information Statement to be published on Council website.

Financial/Resources Implications:
Fees as determined by the Freedom of Information Act.

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

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

Nil	Nil

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

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

Voting Requirements:
Simple Majority

Officer's Recommendation:

042/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1

MOVED: Cr. Connaughton
SECONDED: Cr. Ennor

That the council endorse the Shire of Three Springs Freedom of Information Statement for the financial year 1 July 2024 to 30 June 2025 and forward a copy to the Office of the Information Commissioner.

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

CARRIED:
VOTED:6 /0

10. REPORTS OF OFFICERS

Executive Services	
10.2 Ordinary Council Meetings Dates 2026	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Keith Woodward, 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:
That Council endorses:

The Ordinary Council Meeting dates and starting times for 2026.

Background:
The proposed meeting dates for 2026, being the fourth Wednesday of the month (except December when it will be held on the second Wednesday) commencing at 5.30pm are as follows:

- There will be no Ordinary Council meeting in January 2026
- 25 February
- 25 March
- 22 April
- 27 May
- 24 June
- 22 July

- 26 August
- 23 September
- 28 October
- 25 November
- 9 December

Council are required to give local public notice of the proposed dates as per Regulation 12(1) of the *Local Government (Administration) Regulations 1996.*

Officers Comment:
Nil

Consultation:
Nil

Statutory Environment:
Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

Policy Implications:
Nil

Financial/Resources Implications:
Nil

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
A long term strategically focused Shire that is efficient, respected and accountable.	4.1.4. Lead by example to get the community involved in the decision making process.
Working in partnership with all community, government and corporate stakeholders.	4.3.2. Ensure compliance with all relevant legislation.
To be strong advocates representing the community's interest.	

This item is relevant to the Councils approved Corporate Business Plan 2020– 2024.

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Continue to lobby and advocate for key government and infrastructure services, and solve community issues and act on opportunities.	Advocacy on key issues.

Voting Requirements:
Simple Majority

Officer's Recommendation:

043/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.2

MOVED: Cr. Mills
SECONDED: Cr. Heal

That Council endorses:

The following dates for Ordinary Council meetings for 2026 commencing at 5.30pm.

There will be no Ordinary Council meeting in January 2026

- 25 February
- 25 March
- 22 April
- 27 May
- 24 June
- 22 July
- 26 August
- 23 September
- 28 October
- 25 November
- 9 December

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

CARRIED:
VOTED: 6/0

Note: The Deputy Chief Executive Officer declared a Financial Interest in the following Item 10.3 and left the meeting at 5.35pm.

10. REPORTS OF OFFICERS

Executive Services	
10.3 Chief Executive Officer Recruitment – Establishment of Selection Panel, Appointment of Independent Panel Member and Terms of Reference for the CEO Recruitment Selection Panel	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM0520
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	1. Confidential - Recruitment Specialist Assessment Report 2. Confidential - Independent Panel Member Assessment Report

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:
That Council:

1. Establish the Chief Executive Officer Recruitment Selection Panel.
2. Appoint the following elected members to the Selection Panel:
   a. Cr Eva
   b. Cr Connaughton
   c. Cr Ennor
   d. Cr Mills
3. Authorise the appointment of Caroline Robinson as the Independent Panel Member to the CEO Recruitment Selection Panel.

4. Authorise the appointment of Lydia Highfield, as the Recruitment Specialist (Recruitment Consultant/Independent Facilitator).

5. Endorse the Terms of Reference for the CEO Recruitment Selection Panel.

Background:
At its Ordinary Council Meeting on 25 June 2025, the Council resolved to commence the CEO recruitment process.

040/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 12.2.1

MOVED: Cr. Mutter
SECONDED: Cr. Eva

That Council:

1. *Resolves to commence the recruitment process for a new Chief Executive Officer in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.*

2. *Authorises the Chief Executive Officer to engage a suitable Recruitment Specialist (Recruitment Consultant/Independent Facilitator).*

3. *Authorises the Chief Executive Officer to initiate the process of seeking expressions of interest for the role of Independent Panel Member and to present a further report recommending the appointment of a preferred Independent Panel Member.*

	FOR	*AGAINST*
Cr. Lane (President)	✓	
Cr. Eva (Deputy President)	✓	
Cr. Mutter	✓	
Cr. Heal		
Cr. Ennor	✓	
Cr. Connaughton	✓	
Cr. Mills		

CARRIED:
VOTED:5 /0

Officer's Comment:
In response to the Council resolution of 25 June 2025:

1. *Recruitment Specialist (Recruitment Consultant/Independent Facilitator).*
   Completed. The Confidential Recruitment Specialist Assessment Report is attached.

2. *Authorises the Chief Executive Officer to initiate the process of seeking expressions of interest for the role of Independent Panel Member and to present a further report recommending the appointment of a preferred Independent Panel Member.*

Completed. The Confidential Independent Panel Member Assessment Report is attached.

Recruitment Selection Panel Terms of Reference

Terms of Reference

1. Purpose

The Chief Executive Officer (CEO) Recruitment Selection Panel (the Panel) is established in accordance with Clause 8 of the Local Government (Administration) Regulations 1996 – Schedule 2 Model Standards and the Shire's Chief Executive Officer Recruitment, Performance and Termination Policy.

The Panel's purpose is to assess candidates and make a recommendation to the Council regarding the appointment of the next CEO.

2. Membership

The Panel will consist of the following members, as appointed by Council resolution:

- *Four elected members of the Council*
- *One Independent Panel Member (external to the local government)*

3. Quorum

A quorum shall be a minimum of three members, including the Independent Panel Member and at least two elected members.

4. Role of the Panel

The Panel will:
a) Participate in structured recruitment workshops
b) Review and assess applications against the approved selection criteria
c) Determine a shortlist of suitable candidates for interview
d) Participate in interviews and determine final rankings
e) Contribute to the preparation of the Panel's recommendation to the Council
f) Ensure that all processes comply with the Model Standards, Council policy, and probity requirements

5. Role of the Independent Panel Member (IPM)

The IPM provides an external perspective to support governance integrity and merit-based selection. The IPM:

- *Participates in all Panel meetings*
- *Assists in ensuring transparency, fairness, and procedural compliance*
- *Provides non-voting input into deliberations*
- *May assist in reporting to the Council, where appropriate*
  The IPM must not be a current elected member, employee, or consultant of the local government.

6. Confidentiality and Conflict of Interest

All Panel members are required to:

- *Sign a declaration of confidentiality and conflict of interest prior to participation*

- *Declare any actual or perceived conflicts of interest immediately*
- *Refrain from discussing candidate information outside formal proceedings*
- *Observe confidentiality in accordance with the Local Government Act 1995 and the Shire's Code of Conduct*

7. Voting and Decision-Making

Panel decisions regarding shortlisting and recommendations shall be made by consensus wherever possible. Where consensus cannot be reached, the elected member majority may make a recommendation, with the IPM's views recorded in the report if divergent.

8. Reporting to Council

The Panel will prepare a written recommendation report identifying the preferred candidate, outlining the assessment process, and confirming compliance with relevant legislation.

The Panel's recommendation will be submitted to the Council via the CEO (or a delegated officer) for formal consideration and decision. The Council retains the final authority to approve the appointment.

9. Administrative Support

The Recruitment Consultant and/or Independent Facilitator will:

- *Provide administrative support, including documentation, scoring tools, and interview arrangements*
- *Assist in preparing reports and coordinating communications*
- *Advise the Panel on compliance, process integrity, and best practices*

10. Term of the Panel

The Panel is established for the duration of the CEO recruitment process and will be dissolved following the Council's resolution to appoint a CEO and certification of the recruitment process.

11. Declarations of Confidentiality and Disclosure of any Conflicts of Interest

All panel members will sign declarations of confidentiality and disclose any conflicts of interest before participating in the process.

Consultation:
Nil

Statutory Environment:
- Local Government Act 1995 – section 5.39
- Local Government (Administration) Regulations 1996 – Schedule 2, Division 2.

Policy Implications:
Chief Executive Officer Recruitment, Performance and Termination Policy

Financial/Resources Implications:
The 2025/26 budget includes $30,000 to recruit the CEO.

Strategic Implications:
Strategic Community Plan 2024-2034 – Leadership and Governance:

- Deliver strong, transparent, and accountable leadership.
- Ensure compliance with statutory and regulatory requirements.

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

Voting Requirements:
Simple Majority

Officer's Recommendation:

044/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.3

MOVED: Cr. Eva
SECONDED: Cr. Heal

That Council:

1. Establish the Chief Executive Officer Recruitment Selection Panel.
2. Appoint the following elected members to the Selection Panel:
   a. Cr Eva
   b. Cr Connaughton
   c. Cr Ennor
   d. Cr Mills
3. Authorise the appointment of Caroline Robinson as the Independent Panel Member to the CEO Recruitment Selection Panel.
4. Authorise the appointment of Lydia Highfield, as the Recruitment Specialist (Recruitment Consultant/Independent Facilitator).
5. Endorse the Terms of Reference for the CEO Recruitment Selection Panel.

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

CARRIED:
VOTED:6/0

Note: The Deputy Chief Executive Officer returned to the meeting at 5.37pm.

10. REPORTS OF OFFICERS

Executive Services	
10.4 Mid-West Grain Freight Route Projects- Project Update	
Agenda Reference:	
Location/Address:	Shire of Three Springs
Name of Applicant:	Manager of Infrastructure
File Reference:	ADM0523
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Seeko Johnson, Manager of Infrastructure
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:
To provide Council with a comprehensive progress update on the Mid-West Grain Freight Route Projects as of July 2025, including construction progress, financial status, health and safety, and key issues requiring ongoing Council oversight.

Background:
In December 2024, Council awarded Tender RFT 24.25-01 to Red Dust Holdings (RDH). The project upgrades approximately 47.58 km of freight routes across several key corridors, funded via 80% Federal and 20% State contributions. GHD Pty Ltd continues as the Superintendent's Representative.

Officer's Comment:

Project Status Update:
The project is divided into four key road sections, each at varying stages of completion. The scope of works includes widening the road shoulders, sealing the pavement, reinstating the table drains, and extending the culverts.

Detour Management:

1. Stage 1 detour was completed on 20 May 2025.
2. Stage 2 detour was completed on 25 June 2025.
3. The contractor demobilised on 30 June 2025 and will restart the works in September 2025 depending on weather conditions.
4. Stage 3 Detour Planning (in September 2025): The contractor is evaluating a sealed road detour option through Nebru Road and Arrino South Road. There will also be one-lane traffic controllers stationed at two locations on the Stage 3 detour.
5. All associated maintenance responsibilities during detours fall under the contractor (RDH), ensuring no additional operational burden on Shire resources.
6. The Shire will share Stage 3 detour maps 2 weeks in advance of the commencement of works and provide regular updates through Facebook notifications and the Three Springs website to ensure wider community visibility. Additionally, an SMS text alert system is now implemented to provide timely notifications to residents regarding detour-related road works.
7. **Three Springs–Eneabba Road (SLK 12–40.16):**

   Subgrade preparation and embankment works have advanced significantly with gravel importation, rolling, and balance works completed.

   Embankment works between SLK 28.0 to SLK 24.0 (both sides) are complete.
   Mixer preparation has been finalised.
   Sealing commenced on 17 May 2025 and reached SLK 24 by 29 May 2025.
   As of July 2025, sealing has progressed further up to SLK 18.8. Progress has slowed due to wet weather, with remaining sealing to be completed post-winter.

8. **Inering Road (SLK 0–2.02):**

   Practical Completion (PC) was achieved on 13 May 2025.

9. **Perenjori–Three Springs Road (SLK 16.4–23.9):**

   PC achieved on 13 May 2025.

10. **Three Springs–Eneabba Road (SLK 2.14–12):**

    Works postponed pending Native Vegetation Clearing Permit (NVCP) approvals.

    Ground truthing completed on 13 May 2025 identified regrowth and Environmentally Sensitive Areas (ESAs) requiring full NVCP compliance.

Photographic Record of Completed Works –

Perenjori–Three Springs Road (SLK 16.4–23.9):

Inering Road (SLK 0–2.02):

Key Milestones:

- SP3 & SP4 Practical Completion: Achieved 13 May 2025.
- Sealing progress on SP2: Reached SLK 18.8 by 1 July 2025.
- Stage 2 Detour: Completed on 25 June 2025.
- Contractor demobilisation: 30 June 2025.
- Planned restart: September 2025.
- NVCP: Ground truthing completed 13 May 2025; permit applications ongoing.

Health, Safety, and Environment (HSE):

- No significant HSE incidents reported.
- Detour road speed limit concerns remain unresolved due to regulatory restrictions on gravel roads.
- Vegetation clearing approvals remain critical for remaining sections.

Key Issues and Risks:

- NVCP delays could impact post-winter restart timelines.
- Potential alternative construction methodologies to minimise environmental impacts.
- Continuous monitoring of detour road conditions is ongoing.

Financial Status:

Category	Amount

• Total Project Budget	• $11,500,000
• Federal Grant (80%)	• $9,200,000
• State Grant (20%)	• $2,300,000
• Approved Contractor Budget	• $10,341,788
• Consultant Budget	• $525,000 (as of 14/04/2025)
• Variations Pending Approval	• $197,797.40
• Progress Claim 1 (March 2025)	• $363,782 (Reimbursement Received)
• Progress Claim 2 (April 2025)	• $2,226,327 (Reimbursement Received)
• Progress Claim 3 (May 2025)	• $3,189,203 (Reimbursement Received)
• Progress Claim 4 (June 2025)	• $1,092,918 (Reimbursement Received)
• Balance Remaining from Budget	• $4,644,165

Reimbursement Timeline:

- All four progress claims submitted to MRWA have been fully reimbursed.
- The Shire has cleared all payments to the contractor (RDH) and consultant (GHD) up to Progress Claim 4.
- The next payment certificate is expected by end of September 2025, contingent on the restart of works scheduled for September.

Strategic and Corporate Alignment:

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Outcome 1.1.C	Safe, efficient and connected transport network

Outcome 6.1	Collaborate with Main Roads WA, neighbouring Shires, and regional groups to advance freight infrastructure projects.

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

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Strategy 2.3.2	Completion of key road construction projects.

Voting Requirements:
Simple Majority

Officer's Recommendation:

045/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.4

MOVED: Cr. Connaughton
SECONDED: Cr. Lane

That Council:

1. Notes the update for the Mid-West Grain Freight Route Projects.
2. The Manager of Infrastructure will provide another report to the September OCM.

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

CARRIED:
VOTED: 6/0

10. REPORTS OF OFFICERS

Executive Services	
10.5 Three Springs Aquatic Centre Master Plan 2025–2035	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Three Springs Aquatic Centre Master Plan 2025–2035

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 seek Council's formal endorsement of the Three Springs Aquatic Centre Master Plan 2025–2035 as a strategic guiding document for future infrastructure planning, programming, funding applications, and community development related to the Three Springs Aquatic Centre.

Background:
The Three Springs Aquatic Centre (TSAC), originally constructed in 1961, is a critical community asset offering recreational, educational, and social benefits to local residents and surrounding areas. Over recent years, the facility has faced increasing operational and infrastructure demands, prompting the development of a comprehensive master plan to guide its long-term sustainability, accessibility, and community impact.

The officer has undertaken research, financial analysis, community consultation, and inter-agency review to prepare the draft master plan.

Officer's Comment:
The Three Springs Aquatic Centre Master Plan 2025–2035 outlines a strategic,

staged approach to future upgrades, informed by demographic analysis, community input, operational performance, and best-practice design considerations.

The Plan identifies projects across three categories:

- Short-Term (1–3 years) (e.g. Solar Installation, Community Events)
- Medium-Term (3–5 years) (e.g. Accessibility Upgrades, Mini Golf)
- Long-Term (5–10 years) (e.g. Water Play Area, Diving Boards)

The Plan is designed to be flexible and reviewed regularly, allowing the Shire to adapt to funding opportunities, operational changes, and emerging community needs. Endorsing the document does not commit the Shire to individual capital works, but rather provides a clear framework to guide decision-making and pursue external funding.

Consultation:
Council Members, Community Members, Shire Staff, Royal Life Saving WA.

Statutory Environment:
Nil

Policy Implications:
The Master Plan aligns with the Shire's Strategic Community Plan 2024–2034 and will inform asset management, community wellbeing, and infrastructure development strategies.

Financial/Resources Implications:
There are no immediate financial implications arising from endorsing the Plan. Individual projects will be brought to Council for approval through the annual budget process or as funding opportunities arise.

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
1.1 – Support a healthy, active and engaged community	Enhances access to recreational opportunities through improved aquatic infrastructure and inclusive programming
2.2 – Ensure the Shire's infrastructure meets current and future community needs	Provides a staged plan to address infrastructure renewal, sustainability, and community-driven upgrades
4.1 – Ensure the Shire is sustainable in asset management and financial planning	Supports evidence-based investment in capital upgrades and maximises opportunities for external funding

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

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Maintain and improve public facilities to support community wellbeing and tourism	A structured, cost-aware plan for upgrading the Aquatic Centre to meet accessibility, programming, and energy-efficiency targets
Plan for sustainable asset renewal and lifecycle maintenance	A long-term master plan to inform capital works programming, funding submissions, and operational priorities

Voting Requirements:
Simple Majority

Officer's Recommendation:

046/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.5

MOVED: Cr. Lane
SECONDED: Cr. Eva

That Council endorses the Three Springs Aquatic Centre Master Plan 2025–2035 as a guiding document for future strategic planning and funding of the Three Springs Aquatic Centre, noting that individual projects will be subject to future Council approval and budget consideration.

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

CARRIED:
VOTED: 6/0

10. REPORTS OF OFFICERS

Corporate Services	
10.6 Monthly Financial Report for Periods 30 June 2025	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Gillian Smith, Bob Waddell & Associates, Consultant
Attachment (s):	Monthly Financial Report 30 June 2025

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:
That Council accepts the monthly financial report for the period ending 30 June 2025

Background:
The Provision of the FM Regulations 1996 and associated regulations requires a monthly financial report to be presented at an ordinary council meeting within 2 months of the period end date.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

Officer's Comment:
The 2024-2025 Budget was adopted at the Special Council Meeting held on 15 August 2024.

Further information can be found by referring to Financial/Resources Implications.

Consultation:
Nil

Statutory Environment:
The preparation of Monthly Financial reports is prepared under Section 6.4 of the Local Government Act 1995.

In accordance with FM regulation 34 (5), a report must be complied on variances greater than the materiality threshold adopted by the council of $10,000 and 10%. As this report is composed at a program level, variances commentary considers the most significant items that comprise the variance.

"34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

Committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates; and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and

(b) an explanation of each of the material variances referred to in sub regulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances."

Policy Implications:
Nil

Financial/Resources Implications:

June 2025:

The total Cash Available as of 30 June 2025 is $6,009,387. Cash available comprises Unrestricted cash of $3,709,585 and Restricted cash of $2,299,802 primarily made up of various reserves.

Rates Debtors balance as at 30 June 2025 is $126,930. Rates Notices for 2024-25 were issued on 26 August 2024. The rates collected as at end of June 2025 was $2,980,327 – 95.92%

Operating Revenue – Operating revenue of $4,941,317 is made up of Rates – 41%, Grants - 50%, Fees and Charges - 5%, Other Revenue - 1% and Interest Earnings – 3%.

Operating Expenses – Operating expenses of $6,623,534 is made of Depreciation - 40%, Employee Costs – 31%, Materials and Contracts – 19%, Insurance – 4%, Utilities – 5%, Loss on Disposal of Assets – 0% and Other Expenditure – 1%.

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

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

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

047/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION **10.6**

MOVED: Cr. Eva
SECONDED: Cr. Heal

That Council accepts the monthly financial report for the period ending 30 June 2025.

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

CARRIED:
VOTED: 6/0

10. REPORTS OF OFFICERS

Corporate Services	
10.7 Accounts for Payments 30 June 2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	23 July 2025
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 30 June 2025

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:
That Council accepts the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

Background:
Financial regulations require a schedule of payments made through the Council's bank accounts, be presented to Council for their inspection. The list includes details for each account paid, incorporating the payee's name, amount of the payment, date of payment and sufficient information to identify the transaction.

Officer's Comment:
Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and that the amounts shown were due for payment.

Consultation:
Nil

Statutory Environment:
Local Government Act 1995 Section 6.4.
Local Government (Financial Management) Regulations 1996 Section 12 and 13.

12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction;

and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Policy Implications:
Nil

Financial/Resources Implications:
Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2024-2025.

Strategic Implications:

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

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

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

048/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.7

MOVED: Cr. Ennor
SECONDED: Cr. Connaughton

That Council accepts:

1. The accounts for payment as presented for June 2025 from the CBA Municipal Fund totalling $7,592,310.61.
2. Represented by Cheque 11686 and Electronic Fund Transfers No's 20870 – 20959 and Direct Debits 17053.1 – 17053.7, 17061.1 – 17062.1, 17087.1 – 17088.1, 17093.1 – 17093.7, 17107.1 – 17109.1 and 17120.1 – 17148.1.
3. Licensing Fund totalling $11,983.35 represented by Direct Debit No. 17060.1, 17063.1 – 17086.1, 17089.1, 17100.1 – 17106.1, and 17119.1.

Total Payments for June 2025 $7,604,293.96

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

CARRIED:
VOTED: 6/0

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, 27 August 2025 @ 5.30pm.

16. CONFIDENTIAL ITEMS

Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.48pm.

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

Signed: _____
Presiding Officer

Date: 27 August 2025