



MINUTES
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
26 NOVEMBER 2025
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

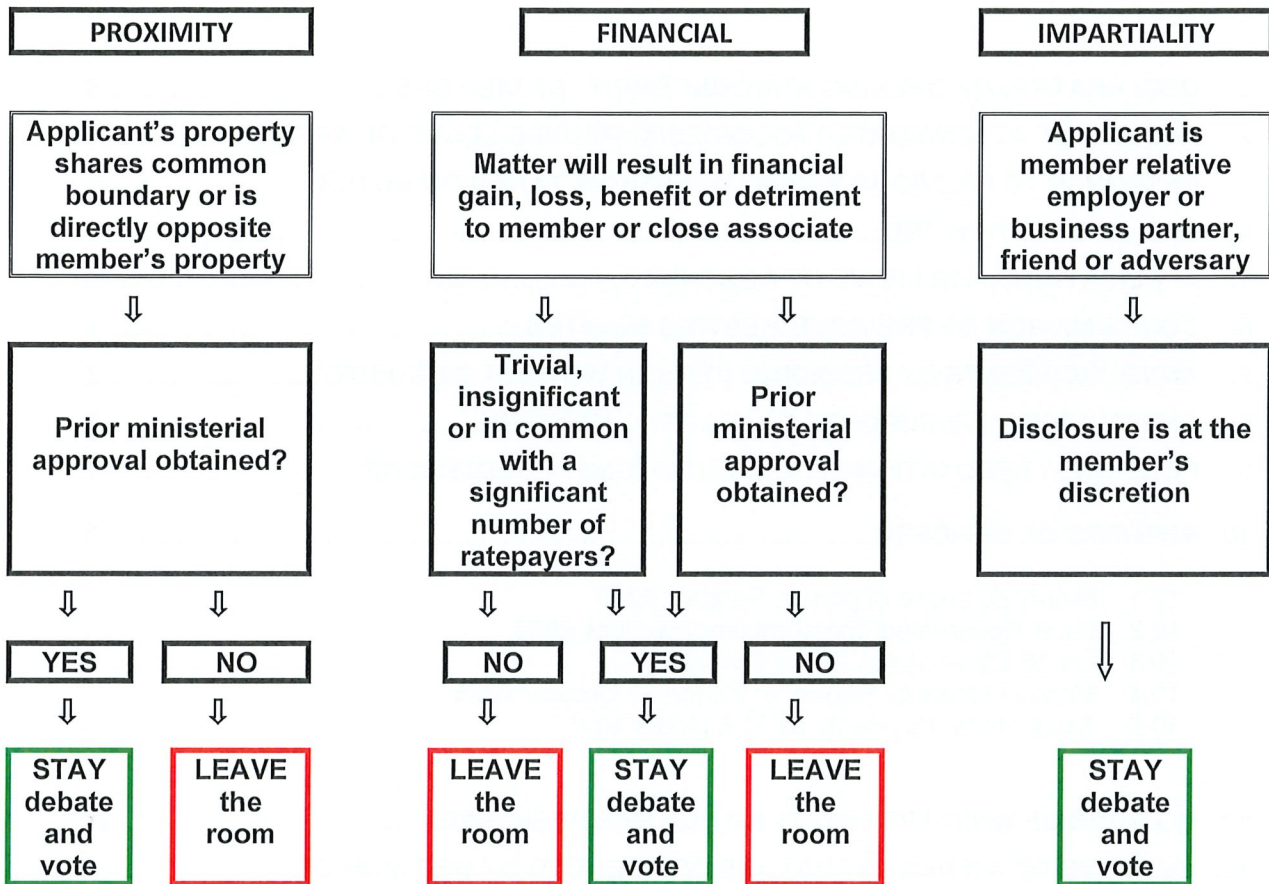
CEO

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 5.36 pm 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

Shire President Declaration

In accordance with regulation 14C(2)(b) of the Local Government (Administration) Regulations 1996, I have approved Cr Chris Connaughton to attend this meeting via electronic means, noting he is in instantaneous communication with the meeting.

Cr Chris Connaughton's Declaration

In accordance with regulation 14CA(5) of the Local Government (Administration) Regulations 1996, I declare that I can maintain confidentiality during the meeting or the closed part of the meeting.

	Attendance	Approved Leave of Absence	Absent
Councillor Eva	Present		
Councillor Mutter	Present		
Councillor Ennor	Present		
Councillor Connaughton	Present Via Teams		
Temporary Chief Executive Officer	Present		
Manager of Infrastructure	Present		
Executive Secretary	Present		
Members of the Public = 3			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Joy Ridley, Three Springs

1. Perenjori Three Springs Road – parts of it are falling to bits – is there money in the budget to repair it?

The Temporary Chief Executive Officer, Krys East replied:

There is \$1 million allocated in the budget for this project, primarily funded through grants. We are currently undertaking investigations into the salt lake sections of the road to determine the underlying cause of the issue. The appropriate repair methodology will be determined once the investigation results are known.

2. Tree saplings and vegetation on the side of the roads need to be sprayed as it presents a safety issue.

The Manager of Infrastructure, Mark Tulleken provided the following comment:

The Shire has recently purchased a sprayer attachment for the tractor. A staff member will receive appropriate training, and spraying will commence shortly thereafter. In addition, the skid steer has now returned from repairs and is equipped with a slasher attachment, which will also be utilised as part of the works program.

3. Area at CBH, along Slaughter Street and main street is really untidy and messy, are CBH responsible for keeping it clean?

The Temporary Chief Executive Officer, Krys East replied:

Confirmed that CBH is responsible for the property. CBH has already been issued correspondence from the Shire advising that the site poses a fire risk and must be tidied. We will follow up with them. If the required works are not completed within the next few weeks, an infringement notice may be issued in accordance with our compliance process.

4. Main Street Footpath, is that going to get some work done? There are a lot of trip hazards and never gets cleaned?

The Temporary Chief Executive Officer, Krys East replied:

There is funding allocated in this year's budget for footpath works. The paved areas near the Commercial Hotel and Three Springs Rural have been identified as priority locations for repair. An assessment will also be undertaken to identify any sections requiring new or upgraded crossovers, which will be incorporated into the program of works. In addition, an accessible (ACROD) parking bay will be installed outside the IGA.

Heather Lamprey, Three Springs

1. Waste so much watering in this town – swimming pool, The roses at the war memorial were deep in water because the irrigation was going hay wire.

No response as no question was asked

2. The lights on the oval need timers on them as they get left on all night – power being wasted.

No response as no question was asked

3. How much money do we make from the so called caravan / eco stay because there is a lot of people that go there and wash their caravans and their cars with our water?

Shire President, Cr. Eva replied:

Many visitors to the Eco Park choose to make contributions through the honour box. We are proud to provide free hot water, as it encourages travellers to stop in Three Springs, stay longer, and support local businesses. The facility consistently receives very positive reviews and feedback.

4. Get rid of the "put your bin out" sign off the led noticeboard – it is degrading – a silly notice.

5. **Shire President, Cr. Eva provided the following comment:**
The "put your bin out" message on the LED sign is a good reminder for the community to do so.
6. Weeding of gardens and the mess that they are in.

The Temporary Chief Executive Officer, Krys East commented :

The shire has a shortage of workers. We are looking at hiring another gardener, in fact I believe one was to be interviewed today but failed to show. We are required to follow a process to employ somebody and this takes time. The current vacancy only occurred a few weeks ago. We are limited to advertising locally as the Shire does not have any housing available for any persons outside of the region.

The Shire President, Cr. Eva added that we have had very wet weather recently so the growth of weeds etc is very unusual.

APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. 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	23.10.2025	Cr. Eva	Cr. Ennor	4/0

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.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Eva	8 th October – Councillors farewell 15 th October – Meeting with Element Advisory re: Midwest Wind Farm Transmission line 23 rd October – Visit to Strike site - Councillor Mutter swearing in ceremony - OCM 27 th October – Meeting with UGL re: Transmission line upgrade 12 th October – CEO shortlisting 14 th October – Meeting with Western Power 24 th October – NCZ meeting 27 th October – Audit and Risk meeting
Cr. Mutter	8 th October – Councillors farewell 15 th October – Meeting with Element Advisory re: Midwest Wind

	Farm Transmission line 23 rd October – OCM 27 th October – Meeting with UGL re: Transmission line upgrade 12 th October – CEO shortlisting (Teams) 14 th October – Meeting with Western Power (Teams) 27 th October – Audit and Risk meeting
Cr. Ennor	8 th October – Councillors farewell 23 rd October – Visit to Strike site 23 rd October – OCM 12 th October – CEO shortlisting (Teams)
Cr. Connaughton	8 th October – Councillors farewell 23 rd October – OCM 12 th October – CEO shortlisting (Teams)

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. REPORTS OF OFFICERS

Executive Services	
10.1 Proposed Lease of portion Reserve 2326	
Agenda Reference:	TCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Sarah Illingworth
File Reference:	ADM0194
Disclosure of Interest:	Nil
Date:	26 November 2025
Author:	Krys East, Temporary Chief Executive Officer
Attachment (s):	1. Written request from Ms Illingworth (4/11/25) 2. Lease relinquishment letter (19/6/23) 3. Shire acknowledgement of termination (10/7/23) 4. Draft Lease Template

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 request from Ms Sarah Illingworth to lease a portion of Reserve 2326 previously leased by J & S Illingworth (possibly Illingworth Holdings Pty Ltd) until 10 July 2023.

Background:

Reserve 2326 is a 382ha reserve on the eastern side of Midlands Road and the Arrino townsite. The Reserve comprises 4 land parcels as illustrated in **Figure 10.1.1**.

Reserve 2326 has a management order assigned to the Shire dating back to 1938 for the purpose of 'Public Utility'.

Figure 10.1.1 - Aerial Photo of Reserve 2326 Arrino



Ms Illingworth states in her email that her parents held a lease over part of this land for possibly 56 years, during which the family maintained the area and paid a nominal rental fee of \$10 per year until July 2023.

In June 2023, following the passing of Mrs Susan Illingworth, the Shire received formal written notification from Ms Sarah Illingworth and Ms Emma Illingworth, acting as executors and beneficiaries of the estate, advising that they wished to relinquish the lease. The Shire acknowledged the termination of the lease, which took effect on 10 July 2023.

On 5 November 2025, Ms Sarah Illingworth submitted a new request to again lease the same portion of Reserve 2326, which includes both a cropped corner of the paddock within her fence line and an adjoining bushland area. Ms Illingworth has offered to pay \$200 per year and has indicated her intention to maintain the property, including vegetation control and firebreaks.

The applicant has advised that her family has maintained and cared for this land for several decades and that she wishes to continue doing so now that she has returned to live at the property as her primary residence.

An annotated map provided as **Figure 10.1.2** showing the approximately 1.5ha land area the applicant seeks to lease has been provided for reference.

Figure 10.1.2 – Applicant’s map illustrating subject area (in blue and green) of Reserve 2326 Arrino



A draft lease is provided as **Attachment 10.1.4** for Council’s consideration. The lease contains a clause enabling the Shire to extinguish the lease with 3 month’s notice, that could be triggered in the event that a wider civic or community use was identified.

Officer’s Comment:

Ms Illingworth is requesting:

- Exclusive lease of the area shown in blue and green on the submitted diagram.
- Lease fee: \$200 per annum with a \$15 increase annually on lease anniversary.
- Lessee to take responsibility for ongoing fire risk mitigation and vegetation control.

The Shire currently has no operational use for this land.

The land requested for lease is part of Reserve 2326 Arrino. This has been vested with the Shire of Three Springs for the purpose of “Public Utility” since 7 April 1938. The vesting order does not have the power to lease, although it is understood that an informal lease arrangement had existed for a number of years with the Illingworth family.

Shires generally maintain a supportive position to leasing Crown Reserves, where they are not identified for its own immediate requirement, as otherwise the Shire would be required to undertake maintenance upon them (e.g. firebreaks, slashing/mowing, weed control, fencing repairs and general maintenance) which would require mobilising of staff, equipment and financial resources. It has been previously considered by Councils that these resources could be better utilised elsewhere and that leasing the property is a more appropriate means of management. Although the reserves have only been leased at relatively low rates for cropping/grazing it has been considered that these leases have reduced costs to Council.

Consultation:

Simon Lancaster – Town Planning Advisor

Statutory Environment:

Council may under Section 3.54 of the *Local Government Act 1995* issue a licence for the private use of Crown land under its control in the interest of controlling and managing that land. This clause enables a local government to manage a property effectively (e.g. though grazing and/or cropping) as an interim measure where the Reserve purpose may not align or it does not have power to lease the Reserve.

Local Government Act 1995 – s.3.58 (Disposal of Property)

A lease is considered a “disposal”. Normally this requires valuation and public advertising. However, *Local Government (Functions and General) Regulations 1996 – Regulation 30(2)(a)* states that a disposition is exempt if the consideration is less than \$20,000. The proposed lease consideration is \$200 per year with an annual \$15 increase on lease anniversary, therefore:

- Exempt from valuation requirement
- Exempt from public advertising

Land Administration Act 1997

If the land is a Crown Reserve, the lease must be consistent with the reserve purpose. If required, Ministerial consent may be sought prior to signing the lease.

In the absence of an identified Shire use of the land, entering into temporary leases with power to terminate is considered an appropriate action for Reserve 2326.

Policy Implications:

Nil

Financial/Resources Implications:

- Lease income: \$200 per annum (increased \$15 annually on lease anniversary)
- Reduced cost to the Shire for firebreak and vegetation maintenance.

Strategic Implications:

This proposal aligns with the Shire of Three Springs Strategic Community Plan 2024–2034, particularly the objectives relating to responsible land management and sustainable use of Shire resources. By leasing the land to a private party who will undertake fire mitigation and vegetation control, the Shire reduces its operational maintenance burden and associated fire-risk exposure.

The lease also generates a modest income from land that currently provides no financial return and has no identified operational purpose. Supporting leasing arrangements for low-use Shire land demonstrates efficient asset management and reflects a financially responsible approach to utilising Shire resources.

Voting Requirements:

Simple Majority

Officer's Recommendation:

083/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1

MOVED: Cr. Mutter

SECONDED: Cr. Ennor

That Council:

1. Approves the request from Ms Sarah Illingworth to lease a portion of the Arrino Sports Ground, being the area identified in Attachment 1 (blue and green).
2. Determines that the lease is exempt from the requirements of Section 3.58 of the Local Government Act 1995 in accordance with Regulation 30(2)(a) of the Local Government (Functions and General) Regulations 1996, as the consideration is less than \$20,000.
3. Authorises the CEO to negotiate and execute a lease agreement with the following minimum terms:
 - Lease fee: \$200 per annum (increased \$15 annually)
 - Lease term: 3 years with two further 3-year options
 - Lessee responsible for firebreak and vegetation maintenance
 - Lessee to meet all statutory compliance requirements
4. Determines that the entering into a grazing/cropping lease (with power to terminate in event of an identified civic use arising) aligns with Council's responsible management of the land under Section 3.54 of the *Local Government Act 1995*.

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

**CARRIED:
VOTED: 4/0**

10. REPORTS OF OFFICERS

Executive Services	
10.2. Local Government Extraordinary Elections 2026	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0166
Disclosure of Interest:	Nil
Date:	26 November 2025
Author:	Krys East, Temporary Chief Executive Officer
Attachment (s):	Western Australian Electoral Commission Correspondence – Cost Estimate Letter and Written Agreement letter

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:

Council to appoint the Western Australian Electoral Commission (WAEC) to run the 2026 Extraordinary Election for the Shire of Three Springs as a Postal Voting Election, and to approve the associated expenditure of \$10,500 ex GST.

Background:

Council has received correspondence from the WAEC requesting that Council appoint the WAEC under section 4.20(4) of the Local Government Act 1995 and also to declare the annual election as a Postal Election under section 4.61(2) of the Local Government Act 1995.

Officer's Comment:

Postal elections are convenient and independently run which is more appealing to electors as opposed to having to attend a polling booth in person on a particular day.

The 2019, 2021, 2023 and 2025 Shire of Three Springs elections were managed by the WAEC. The associated costs were:

- The quote for the 2019 election was \$9,700. The actual cost was \$9,521.00
- The quote for the 2021 election was \$11,500. The actual costs was \$6,095.00
- The quote for the 2023 election was \$12,727.27. The actual costs was \$6,095.00.
- The quote for the 2023 extraordinary election was \$13,000. The actual costs was \$3,716.00.
- The 2025 election quote was \$10,717. As the number of nominations was fewer than the vacancies and no election was required, the actual cost is expected to be roughly half, based on historical figures.
- The quote for the 2026 extraordinary election is \$10,500.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Part 4, Division 7, section 4.20 — Provisions about electoral officers and the conduct of elections

4.20. CEO to be returning officer unless other arrangements made

- (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

** Absolute majority required.*

4.61. Choice of methods of conducting election

- (1) *The election can be conducted as a —*
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

- (2) *The local government may decide* to conduct the election as a postal election.*

** Absolute majority required.*

Local Government Act 1995, Part 6, Division 4, Section 6.8 (1) (B)

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

Policy Implications:

Nil

Financial/Resources Implications:

The WAEC cost to manage the 2026 Extraordinary Elections is \$10,500 ex GST. These costs will be managed in the mid-year financial review.

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 approved Corporate Business Plan 2020 – 2024.

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

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

084/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION		10.2.															
That Council:		<u>MOVED:</u> Cr. Eva															
		<u>SECONDED:</u> Cr. Mutter															
1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required; 2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election. 3. Authorise the associated expenditure of \$10,500 ex GST.																	
		<table><tr><th></th><th>FOR</th><th>AGAINST</th></tr><tr><td>Cr. Eva (President)</td><td>✓</td><td></td></tr><tr><td>Cr. Mutter (Deputy President)</td><td>✓</td><td></td></tr><tr><td>Cr. Ennor</td><td>✓</td><td></td></tr><tr><td>Cr. Connaughton</td><td>✓</td><td></td></tr></table>		FOR	AGAINST	Cr. Eva (President)	✓		Cr. Mutter (Deputy President)	✓		Cr. Ennor	✓		Cr. Connaughton	✓	
	FOR	AGAINST															
Cr. Eva (President)	✓																
Cr. Mutter (Deputy President)	✓																
Cr. Ennor	✓																
Cr. Connaughton	✓																
		CARRIED: VOTED: 4/0 By Absolute Majority															

10. REPORTS OF OFFICERS

Executive Services	
10.3. Lot 10 Glyde Street, Three Springs	
Agenda Reference:	Temporary CEO
Location/Address:	Lot 10 Glyde Street, Three Springs
Name of Applicant:	Temporary CEO
File Reference:	1671/633
Disclosure of Interest:	Nil
Date:	26 November 2025
Author:	Krys East, 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:

To seek Council approval to invite Expressions of Interest (EOI) for the development and use of the rear vacant portion of Lot 10 Glyde Street (Lot 10 on Diagram 64274) in response to the increasing demand for workforce accommodation within the Shire of Three Springs.

Background:

Lot 10 Glyde Street, with parcel identifier Lot 10 on Diagram 64274 is a Shire-owned 4.3097ha property at the northern end of the Three Springs townsite.

1.6ha at the western end of Lot 10 is developed on-ground for workforce accommodation and has been used for this purpose previously.

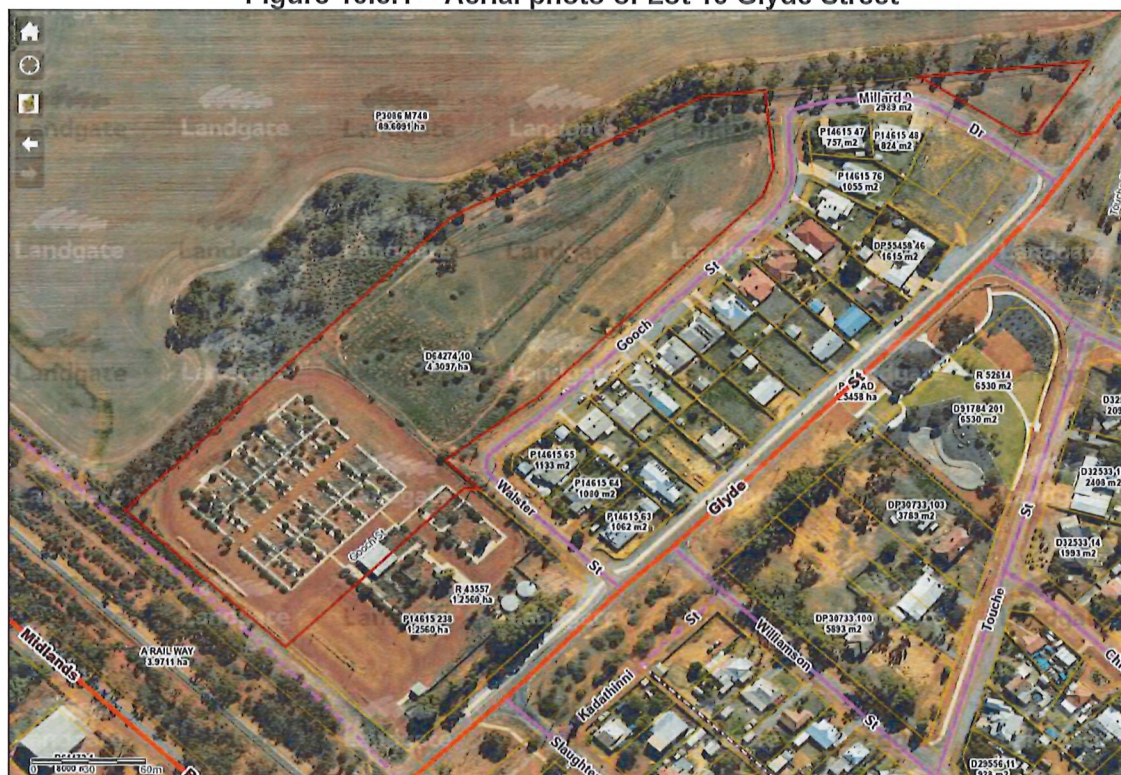
Council has previously discussed at its 26 April 2023 meeting the potential subdivision of 10 residential lots, taking advantage of the existing frontage to Gooch Street which would avoid the need to construct a road as part of a subdivision releasing these lots.

This leaves a further 1.6ha area of land to the rear of the future 10 lots that is identified for longer term subdivision but could be used in the interim for other purposes to address

current demands for workforce accommodation as a number of proponents seek to undertake major projects in the Shire.

Due to significant accommodation pressure in Three Springs, including demand from contractors, mining companies, agricultural operators, government agencies, and local businesses, the Shire has received approaches regarding potential sites for temporary or workforce-style accommodation.

Figure 10.3.1 – Aerial photo of Lot 10 Glyde Street



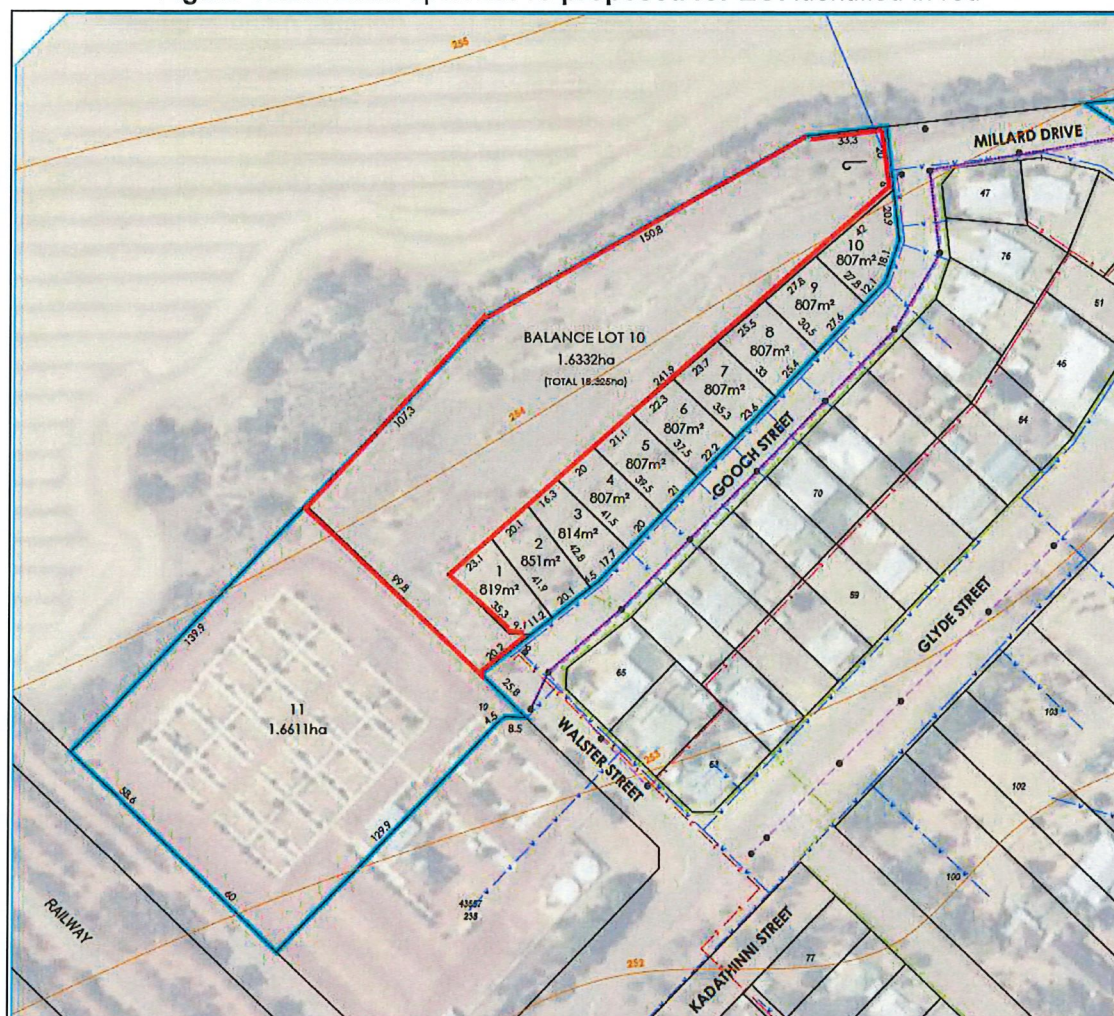
Council has previously indicated its intention that the front portion of Lot 10 be retained for future residential housing. The rear section, being separated from the front and having independent access potential onto both (Walster Street and Millard Drive), has been identified as a possible site for camp-style or workforce accommodation, subject to a formal process and compliance with planning and statutory requirements.

By leaving the 10 lot subdivision area out of the EOI this provides Council with flexibility to pursue Federal/State funding opportunities for housing creation. The recent Regional Housing Support Fund announcement had a total funding pool of \$25 million across WA, this will not resolve the state's regional housing crisis. It will instead likely be the first of a series of programs that State and Federal Government will need to introduce to have any chance of meeting new housing targets to address this nation-wide crisis.

Retaining the strip of land along Gooch Street not only provides Council with ability to pursue housing funding opportunities as they arise but it also creates a buffer area between any workforce accommodation and existing housing on the south side of Gooch Street.

Figure 10.3.2 shows the portion of land proposed for EOI and the 10 future lot strip is also illustrated.

Figure 10.3.2 Land upon Lot 10 proposed for EOI identified in red



In order to ensure transparency and test the market, and compliance with Section 3.58 of the *Local Government Act 1995* (disposal of property), it is proposed that the Shire proceed with an EOI process specifically for the rear portion of the vacant land.

This process will enable the Shire to understand the level of interest, type of accommodation proposals, and preferred development models (lease or purchase), while ensuring community benefit and alignment with Council's strategic objectives.

Officer's Comment:

The EOI will focus solely on the rear portion of Lot 10 and seek proposals for camp-style, modular, workforce, or contractor accommodation.

Key elements include:

Front Portion – Not Part of EOI

- Retained solely for residential housing development (future subdivision, Shire housing, or sale for private housing).
- Ensures long-term community benefit and aligns with identified housing needs.

Rear Portion – Not Part of EOI

- Suitable for temporary or semi-permanent camp-style accommodation.
- Allows the Shire to meet short-term and medium-term worker accommodation needs without compromising permanent residential land availability.

- Proponents will be required to outline:
 - Type and scale of accommodation (e.g., dongas, modular units).
 - Anticipated lease terms.
 - Infrastructure/servicing requirements.
 - Timeframes for establishment and removal (if temporary).
 - Site layout and access arrangements.
 - Compliance with relevant standards (e.g. Public Health, Building Code, planning scheme).

The EOI process will support:

- Transparency and fairness.
- Identification of viable development partners.
- Assessment of potential economic benefits.
- Understanding infrastructure or servicing impacts.
- Consideration of long-term implications prior to any formal lease or licence.

A further report will be presented to Council following EOI closure.

Consultation:

Simon Lancaster – Town Planning Advisor

Statutory Environment:

Local Government Act 1995 – Section 3.58: Disposal of Property

Any resulting lease/licence requires statutory advertising unless an exemption applies.

Local Government (Functions and General) Regulations 1996 – Regulation 30

Provides exemptions for certain dispositions. However, given the interest in the site, an EOI ensures competitive neutrality.

Planning and Development Act 2005

Camp accommodation will require development approval and must comply with Local Planning Scheme provisions.

Lot 10 is zoned 'Residential' under current Shire of Three Springs Local Planning Scheme No.2.

Draft Scheme No.3 has been advertised (and is therefore considered a seriously entertained document under legal precedent) and adopted by Council and currently awaits Ministerial final approval. Scheme No.3 proposes that Lot 10 be dual zoned with the portion that contains on-ground the former camp site being rezoned to 'Special Use 3'.

The 'Special Use 3' zone has 'Workforce Accommodation' listed as a 'D' use i.e. discretionary use (*"means that the use is not permitted unless the local government has exercised its discretion by granting development approval"*).

Draft Scheme No.3 proposes that the undeveloped portion of Lot 10 (including the proposed EOI area) be zoned 'Residential'. 'Workforce Accommodation' is listed as an 'A' use i.e. advertised use in the 'Residential' zone (*"means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions"*).

The interim use of the EOI area for workforce accommodation to alleviate current demand would be able to be considered under the Local Planning Scheme and would not preclude the longer term strategic vision of the land being subdivided for residential lots. Indeed the interim use may assist in realising the longer term goal, as there may be ability for a

proponent to install servicing to the EOI area that ties in with a future subdivision design and reduces the cost of the land ultimately being able to be subdivided for housing.

Policy Implications:

Nil

Financial/Resources Implications:

Costs associated with advertising the EOI can be absorbed within current budgets. Future financial implications will depend on the nature of proposals, including potential lease revenue and servicing/upgrade requirements.

Strategic Implications:

The proposal supports the Shire's strategic direction by:

- Providing solutions to immediate workforce accommodation pressures.
- Protecting residential land supply for long-term community needs.
- Encouraging economic activity through support for local industries.
- Optimising use of underutilised Shire land.

Voting Requirements:

Simple Majority

Officer's Recommendation:

085/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.3		
<u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Connaughton		
That Council:		
1. Authorises the CEO to prepare and advertise an Expression of Interest (EOI) seeking proposals for camp-style accommodation on the rear portion of Lot 10 Glyde Street (Lot 10 on Diagram 64274). 2. Confirms that the front portion of Lot 10 Glyde Street is reserved for future residential housing development and is not included in the EOI. 3. Approves the EOI being advertised for a minimum of 21 days in accordance with section 3.58 of the <i>Local Government Act 1995</i>. 4. Requests that a further report be presented to Council following the close of the EOI period summarising submissions and recommending next steps.		
	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
CARRIED: VOTED: 4/0		

10. REPORTS OF OFFICERS

Corporate Services	
10.4. Monthly Financial Report for Periods 31 October 2025	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	26 November 2025
Author:	Gillian Smith, Bob Waddell & Associates, Consultant
Attachment (s):	Monthly Financial Report 31 October 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 31 October 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 2025-2026 Budget was adopted at the Ordinary Council Meeting held on 27 August 2025

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 compiled 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:

The total Cash Available as of 31 October 2025 is \$6,690,339. Cash available comprises Unrestricted cash of \$4,263,982 and Restricted cash of \$2,426,357 primarily made up of various reserves.

Rates Debtors balance as at 31 October 2025 is \$803,577. Rates Notices for 2025-26 were issued in September 2025. The rates collected as at end of October 2025 was \$2,474,956 – 75.49%

October 2025:

Operating Revenue – Operating revenue of \$3,823,106 is made up of Rates – 46%, Grants - 49%, Fees and Charges - 4%, Other Revenue - 1% and Interest Earnings – 0%.

Operating Expenses – Operating expenses of \$1,646,172 is made of Depreciation - 0%, Employee Costs – 54%, Materials and Contracts – 29%, Insurance – 8%, Utilities – 8%, 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:

086/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION		10.4															
<u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter That Council accepts the monthly financial report for the period ending 31 October 2025 <table><tr><th></th><th>FOR</th><th>AGAINST</th></tr><tr><td>Cr. Eva (President)</td><td style="text-align: center;">✓</td><td></td></tr><tr><td>Cr. Mutter (Deputy President)</td><td style="text-align: center;">✓</td><td></td></tr><tr><td>Cr. Ennor</td><td style="text-align: center;">✓</td><td></td></tr><tr><td>Cr. Connaughton</td><td style="text-align: center;">✓</td><td></td></tr></table> CARRIED: VOTED: 4/0				FOR	AGAINST	Cr. Eva (President)	✓		Cr. Mutter (Deputy President)	✓		Cr. Ennor	✓		Cr. Connaughton	✓	
	FOR	AGAINST															
Cr. Eva (President)	✓																
Cr. Mutter (Deputy President)	✓																
Cr. Ennor	✓																
Cr. Connaughton	✓																

10. REPORTS OF OFFICERS

Corporate Services	
10.5 Accounts for Payments 31 October 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:	26 November 2025
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 October 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 2025-2026.

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:

087/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.5

MOVED: Cr. Ennor
SECONDED: Cr. Mutter

That Council accepts:

1. The accounts for payment as presented for October 2025 from the CBA Municipal Fund totalling \$428,773.45.
2. Represented by Electronic Fund Transfers No's 21147 – 21296 and Direct Debits 17457.1 – 17502.1, 17504.1 – 17510.1, 17515.1, 17521.1, 17543.1 – 17546.1, and 17548.1 – 17552.1.
3. Licensing Fund totalling \$7,577.55 represented by Direct Debit No. 17424.1 – 17449.1, 17503.1, 17511.1 – 17512.1, 17519.1, 17541.1 and 17547.1.

Total Payments for October 2025 \$436,351.00.

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

CARRIED:
VOTED: 4/0

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, 10 December 2025 @ 5.30pm.

16. CONFIDENTIAL ITEMS

088/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION		16.1															
<u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Eva Reason for Confidentiality. Local Government Act 1995: Section 5.23 (2) (c) " the personal affairs of any person" and "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting." 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. <table><tr><th></th><th>FOR</th><th>AGAINST</th></tr><tr><td>Cr. Eva (President)</td><td>✓</td><td></td></tr><tr><td>Cr. Mutter (Deputy President)</td><td>✓</td><td></td></tr><tr><td>Cr. Ennor</td><td>✓</td><td></td></tr><tr><td>Cr. Connaughton</td><td>✓</td><td></td></tr></table> CARRIED: VOTED: 4/0 * Cr. Connaughton disclosed an interest in the following item 16.1.1 which was indirect financial and remained in the meeting via teams. Recording of the meeting was paused at 6.12pm for the following confidential item.				FOR	AGAINST	Cr. Eva (President)	✓		Cr. Mutter (Deputy President)	✓		Cr. Ennor	✓		Cr. Connaughton	✓	
	FOR	AGAINST															
Cr. Eva (President)	✓																
Cr. Mutter (Deputy President)	✓																
Cr. Ennor	✓																
Cr. Connaughton	✓																

16. CONFIDENTIAL ITEMS

Executive Services	
16.1.1 Legal Fees and Interest Write-off	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Confidential
File Reference:	A579
Disclosure of Interest:	Nil
Date:	26 November 2025
Author:	Krys East, 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:

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

089/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 16.1.2.		
<u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Ennor		
	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
CARRIED: VOTED: 4/0		

090/2025 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 16.2

MOVED: Cr. Eva
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	✓	

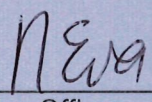
CARRIED:
VOTED: 4/0
By Absolute Majority

Recording of the meeting resumed at 6.18pm

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 6.19pm.

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

Signed: 
Presiding Officer

Date: 10 December 2025

