AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
26 MARCH 2025
COMMENCING AT 5.30 PM

WILDFLOWER COUNTRY

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 26 March 2025, in the Council Chambers, Railway Road, Three Springs commencing at 5.30pm.

Keith Woodward PSM
Chief Executive Officer

21 March 2025

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:** ______________________

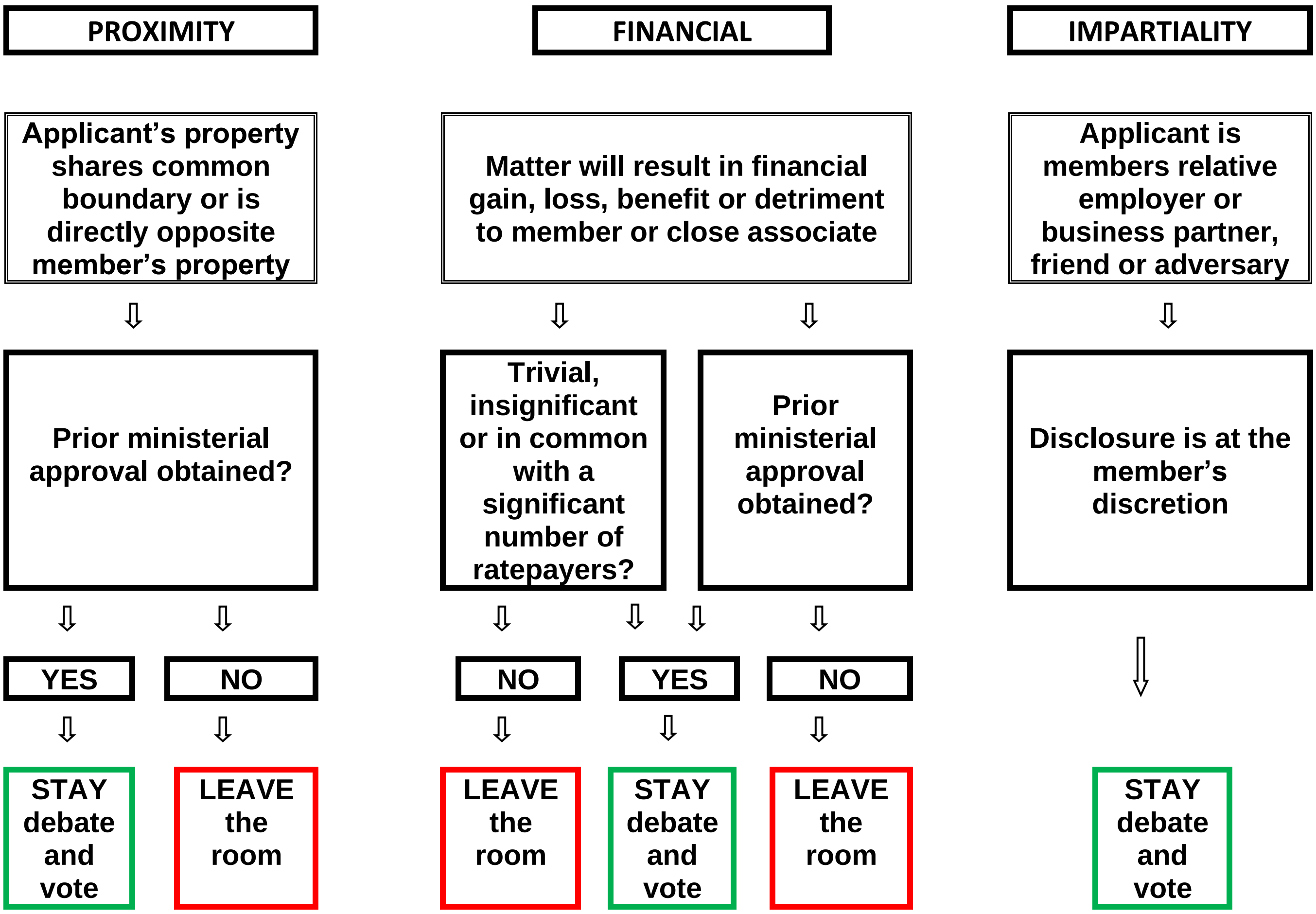
Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

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 7

10.1 Compliance Audit Return 2024
10.2 Proposed Amendments to Power Generation Application
10.3 Proposed Workforce Accommodation
10.4 Mid-Year Budget Review 2024-2025
10.5 Monthly Financial Report for Period 28 February 2025
10.6 Accounts for Payments as at 28 February 2025

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 43
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING 43
12.1. ELECTED MEMBERS 43
12.2. STAFF…………………………………………………………………………………… 43
13. QUESTIONS BY MEMBERS WITHOUT NOTICE 43
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.................... 43
15. TIME AND DATE OF NEXT MEETING 43
16. CONFIDENTIAL ITEMS 43
17. MEETING CLOSURE.. 43

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at:

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

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	**Moved**	**Seconded**	**Vote**	**Date**
5.1	Cr.		Cr.	Cr.		
5.2	Cr.		Cr.	Cr.		
5.3	Cr.		Cr.	Cr.		

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	26.02.2025	Cr.	Cr.	
6.2	Audit & Risk Committee Meeting	26.03.2025	Cr.	Cr.	

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. Lane	
Cr. Eva	
Cr. Heal	
Cr. Mutter	
Cr. Ennor	
Cr. Connaughton	
Cr. Mills	

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF OFFICERS

Executive Services	
10.1. Compliance Audit Return 2024	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	26 March 2025
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Compliance Audit Return 2024

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:
The completed Compliance Audit Return for 2024 is presented to the Council for adoption.

Background:
Under Section 14 of the Local Government (Audit) Regulations 1996, a local government is to carry out a Compliance Audit Return. The Finance and Audit Committee is to review the report and report to the Council the results of the review. Once approved by the Council the Compliance Audit Return must be signed by the President and the Chief Executive Officer and forwarded to the Department of Local Government, Sport and Cultural Industries along with a copy of the minutes.

Officer's Comment:
Nil

Consultation:
Nil

Statutory Environment:

Local Government (Audit) Regulation 1996) s. 14 & 15.

14. Compliance audits by local governments

(1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

***Certified** in relation to a compliance audit return means signed by —*

(a) the mayor or president; and

(b) the CEO.

Policy Implications:

Council Policy 1100 Risk Management. The risk management objectives of this policy are:

1. *Optimise the achievement of our vision, mission, strategies, goals and objectives.*

2. *Provide transparent and formal oversight of the risk and control environment to enable effective decision making.*

3. *Enhance risk versus return within our risk appetite*

4. *Embed appropriate and effective controls to mitigate risk.*

5. *Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.*

6. *Enhance organisational resilience.*
7. *Identify and provide for the continuity of critical operations*

The Good Governance in Practice Principles ‘compliance and reporting’ align with Council policy and legislation reducing the organisation’s risk.

Financial/Resources Implications:
Nil

Strategic Implications:
This item is relevant to the Councils approved Strategic Community Plan 2024-2034

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

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

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

Voting Requirements:
Absolute Majority.

Officer’s Recommendation:

OFFICERS RECOMMENDATION:	**10.1**
That Council authorise: 1. The 2024 Compliance Audit Return; 2. The Shire President and the Chief Executive Officer to sign the Compliance Order Return: 3. The Chief Executive Officer is to submit the return to the Department of Local Government, Sports and Cultural Industries by 31 March 2025.	

10. REPORTS OF OFFICERS

Executive Services	
10.2 Proposed Amendments to Power Generation Application	
Agenda Reference:	
Location/Address:	1719 (Lot 10710) Tomkins Road, Arrowsmith East
Name of Applicant:	Element Advisory for Project Haber Pty Ltd (Strike Energy)
File Reference:	A42
Disclosure of Interest:	Nil
Date:	17 March 2025
Author:	Planning Advisor, Simon Lancaster & Chief Executive Officer, Keith Woodward
Attachment:	**Attachment 10.2.1 –** Amended application *(provided as separate attachment)* **Attachment 10.2.2 –** Amended Air Emissions Assessment *(provided as separate attachment)* **Attachment 10.2.3 –** Amended Noise Impact Assessment *(provided as separate attachment)*

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.
[x]	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 is in receipt of an application seeking to amend the approved development of the South Erregulla Gas Fired Power Station upon Lot 10710 Tomkins Road, Arrowsmith East. This report recommends that Council approve the amendment to the application.

Background:
Council supported the application from Strike Energy for the South Erregulla Gas Fired Power Station upon Lot 10710 Tomkins Road, subject to conditions of approval and advice notes being applied, at its 23 October 2024 meeting. The minutes from this Council meeting can be viewed at the following link:
6._OCM_27.10.24.pdf

The Development Assessment Panel (DAP) subsequently approved the application at its 13 November 2024 meeting and the minutes from the DAP meeting can be viewed at the following link:
13 November 2024 - Minutes - No 28 - Shire of Three Springs - Town of Port Hedland

The applicant is now seeking approval to amend the development layout as follows:

- include a 210m long, 350mm diameter underground gas pipeline, at an approximate depth of 3-4m, between the drill site and the power generation facility;
- increase the height of the silencer stacks from 10.8m to 12m and increase the height of the silencer stack support frame from 4.6m to 5m;
- increase the height of the radiator support frame from 2m to 2.8 metres;
- change the power station roof from a gabled design to a skillion design, which results in the building having a 10.283m height (at its highest point) rather than the previous 9m gable roof height.
- inclusion of an annexed filter room at the eastern edge of the power station building;
- removal of the proposed storage shed and workshop that was on the eastern side of the power station building and replacing it with standard containerised buildings for an office, storage, workshop and toilet;
- minor changes to the general arrangement of infrastructure within the power station and switchyard envelope.

It had previously been considered that the pipeline, being integral to the existing gas infrastructure and extraction process would be addressed under the separate Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) approvals pursuant to the *Petroleum and Geothermal Energy Resources Act 1967* and *Petroleum Pipelines Act 1969*. However it now appears that the gas pipeline must be approved under the *Planning and Development Act 2005* hence its inclusion in this amended development application.

Shire staff raise no objection to the pipeline amendment, considering that the gas pipeline is integral to the approved development.

Shire staff also raise no objection to the other proposed amendments, considering them relatively minor in the context of the overall development and not entirely unexpected as the development undergoes technical refinement as detailed engineering design progresses.

It is also noted that the proposed amendments will be located entirely within the previously approved 5ha development footprint which is within the larger Strike Energy 3,504.2012ha landholding (comprising Lots 10710 & 1). The footprint is also setback 1km from Tomkins Road, 2.2km from the nearest third-party property boundary and 4.5km from the nearest third-party residence.

Figure 10.2.1 – Site plan for proposed power generation facility upon Lot 10710 Tomkins Road with gas pipeline alignment indicated

The application to amend the development layout is provided as **separate Attachment 10.2.1** and includes plans illustrating the requested modifications.

An updated Air Emissions Assessment and an updated Noise Impact Assessment have been submitted for the amended development, and both project that the modified proposal will meet statutory requirements pertaining to air quality and noise impacts on nearby sensitive receptors and these are provided as **separate Attachment 10.2.2** and **separate Attachment 10.2.3**.

Figure 10.2.2 – Elevation plan for original gable roof power generation facility

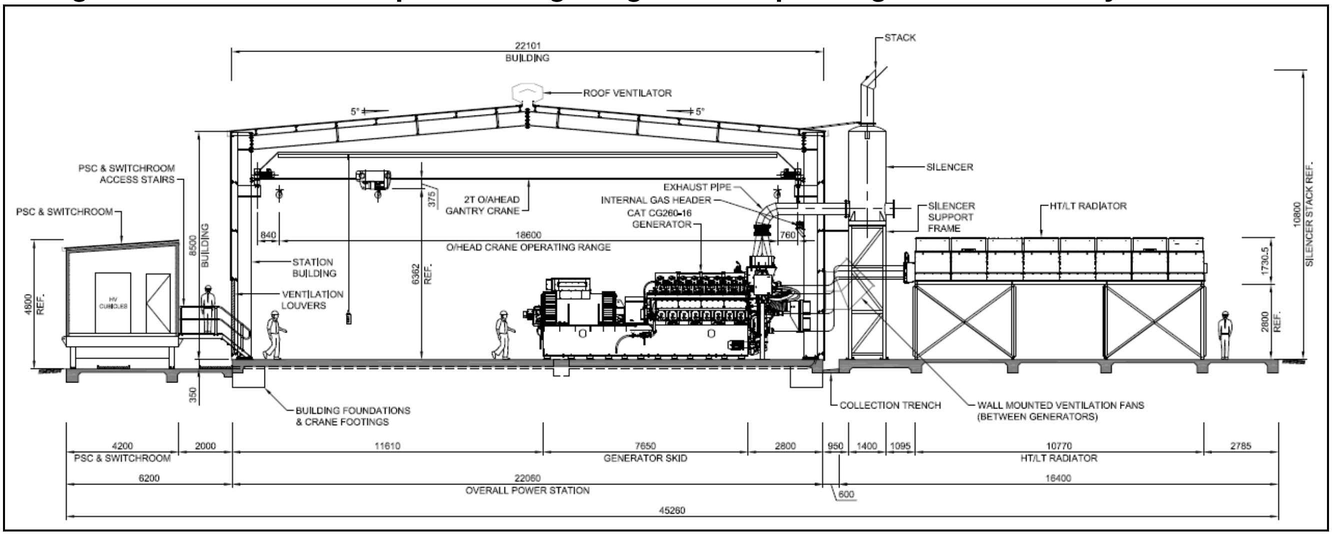
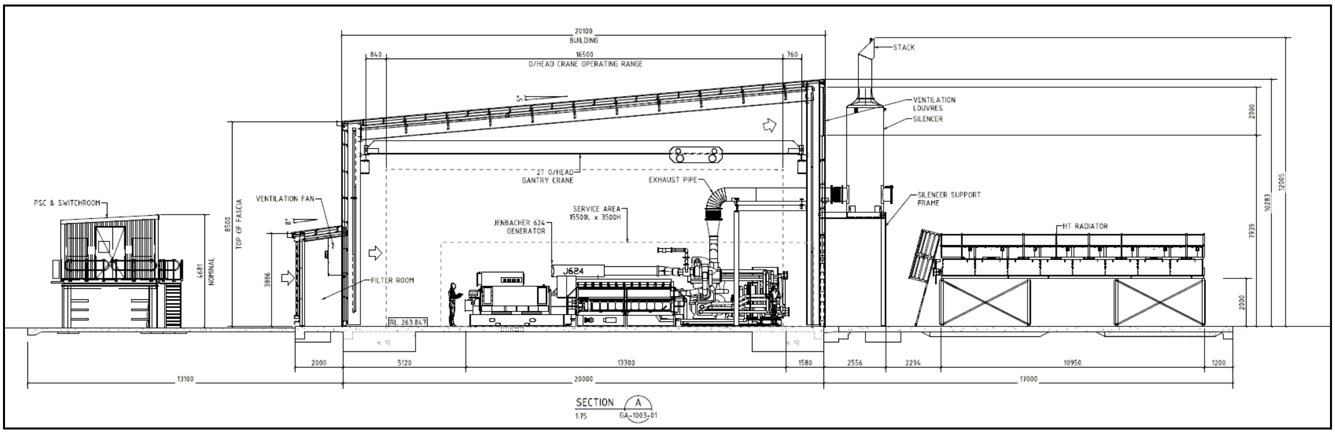


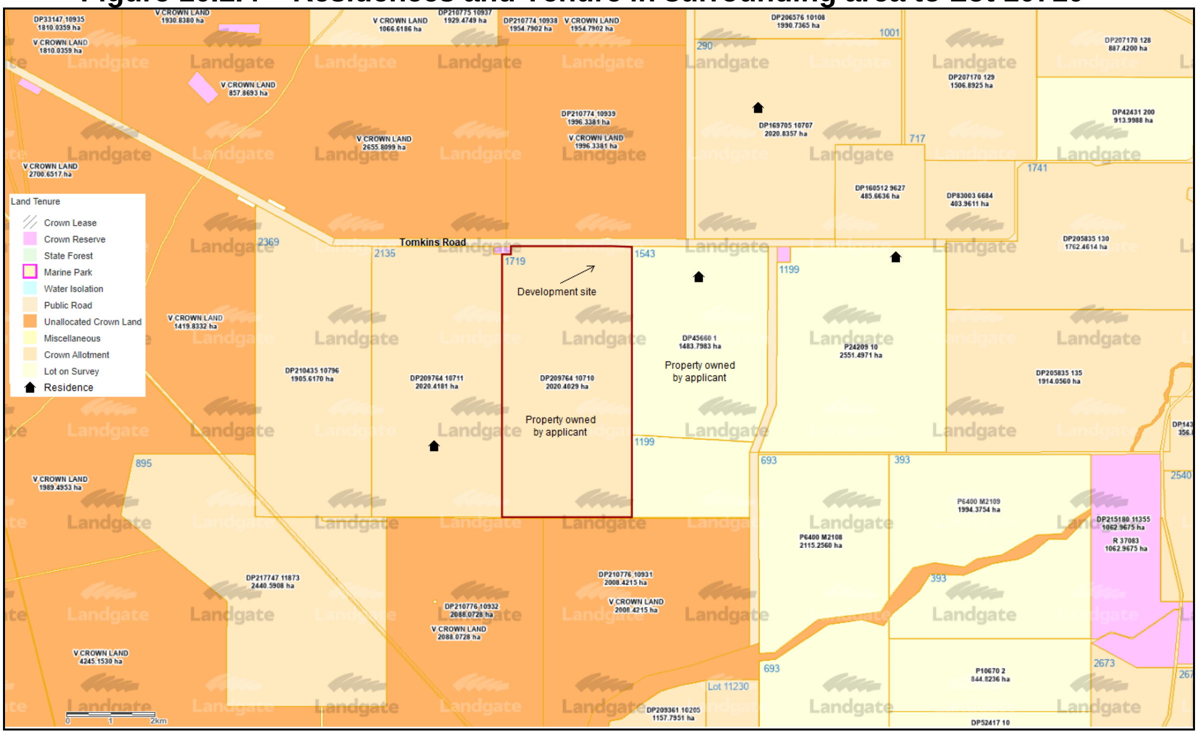
Figure 10.2.3 – Elevation plan for proposed skillion roof power generation facility



Officer's Comment:
The overall power generation site would be contained within a general development footprint of 5ha that has not been identified as having heritage constraints, will not require the clearing of remnant vegetation and is outside bushfire prone and acid sulphate areas, and is clear of watercourses.

There are 4 residences in the area surrounding Lot 10710, the closest of which is approximately 1.8km to the east, and this is a residence upon Lot 1 that is also owned by Project Haber Pty Ltd (Strike Energy). The closest third-party residences are located 4.5km to the south-west, 5.3km to the north-east, and 5.6km to the east of the prosed power generation site.

Figure 10.2.4 – Residences and Tenure in surrounding area to Lot 10710



Consultation:
The South Erregulla Gas Fired Power Station application was previously advertised for comment in September-October 2024 with the Shire receiving 12 submissions, with 10 of these being from government agencies either offering no objection or technical comment, and 2 from neighbouring landowners raising queries in regards to the

proposed development. The submissions informed Council's 23 October 2024 recommendation to the DAP. A copy of the received submissions, and the Schedule of Submissions that summarises the nature of the received submissions, and provides individual comment upon the raised issues can be viewed in pages 14-42 of the 23 October 2024 Council Agenda Attachments at the following link:
Statement of Financial Activity - Three Springs - August 2024.xlsx

Statutory Environment:
The applicant can apply to the local government for an amendment to a development approval under Regulation 17A of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

The Shire is required to notify the DAP of its determination in regards to a request for amendment.

The applicant is required to obtain other approvals pursuant to legislation separate to the planning process, including a production approval from DEMIRS under the *Petroleum and Geothermal Energy Resources Act 1967*.

The proposal will also require a works approval from the Department of Water & Environmental Regulations under the *Environmental Protection Regulations 1987* with this application listed by DWER as ApplicationW6938/2024/1 - South Erregulla Processing Facility & Power Station - Strike South Pty Ltd and must comply with the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*.

Policy Implications:
Nil

Financial/Resources Implications:
Nil.

Strategic Implications:
Nil

Voting Requirements:
Simple Majority.

OFFICERS RECOMMENDATION: **10.2**
That Council approve the applicant's request to amend the Planning Approval for Power Generation upon 1719 (Lot 10710) Tomkins Road, Arrowsmith East (DAP/24/02759) as contained in Attachment 10.2.1; and supported by the Air Emissions Assessment (prepared by JBS&G and dated 27/2/25) as contained in Attachment 10.2.2 and Noise Impact Assessment (prepared by Wood and dated 17/12/24) as contained in Attachment 10.2.3; subject to the following: Amended Condition 2. The development shall be undertaken in accordance with the stamped approved plans and supporting documents (Air Emissions Assessment and Environmental Noise Assessment) including any amendments and additional plans and information arising from the approval conditions and from the approved amendment(s).

10. REPORTS OF OFFICERS

Executive Services	
10.3 Proposed Workforce Accommodation	
Agenda Reference:	
Location/Address:	1719 (Lot 10710) Tomkins Road, Arrowsmith East
Name of Applicant:	Strike Energy
File Reference:	A42
Disclosure of Interest:	Nil
Date:	18 March 2025
Author:	Planning Advisor & Chief Executive Officer
Attachment:	**Attachment 10.3.1 –** Application *(provided as separate attachment)*

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 is in receipt of an application from Strike Energy to establish temporary workforce accommodation upon 1719 (Lot 10710) Tomkins Road, Arrowsmith East. This report recommends that Council approve the application subject to conditions.

Background:
Lot 10710 is a 2,020.4029ha property that is largely cleared and used for agricultural purposes excepting some parcels of remnant vegetation spaced across the property. Lot 10710 is located 43km north-west of the Three Springs townsite, 33km south-west of the Mingenew townsite, 45km south-east of the Dongara townsite and 29km east of the Brand Highway. Lot 10710, and the neighbouring 1,483.7983ha Lot 1 to the east, are owned by Project Haber Pty Ltd.

The proposed temporary workforce accommodation is required to support the construction phase of the South Erregulla Gas Fired Power Station upon Lot 10710, that was supported by Council, subject to conditions of approval and advice notes being applied, at its 23 October 2024 meeting. The minutes from this Council meeting can be viewed at the following link: 6._OCM_27.10.24.pdf

The Development Assessment Panel (DAP) subsequently approved the application at its 13 November 2024 meeting and the minutes from the DAP meeting can be viewed at the following link:
13 November 2024 - Minutes - No 28 - Shire of Three Springs - Town of Port Hedland

Figure 10.3.1 – Location map of Lot 10710 Tomkins Road, Arrowsmith East

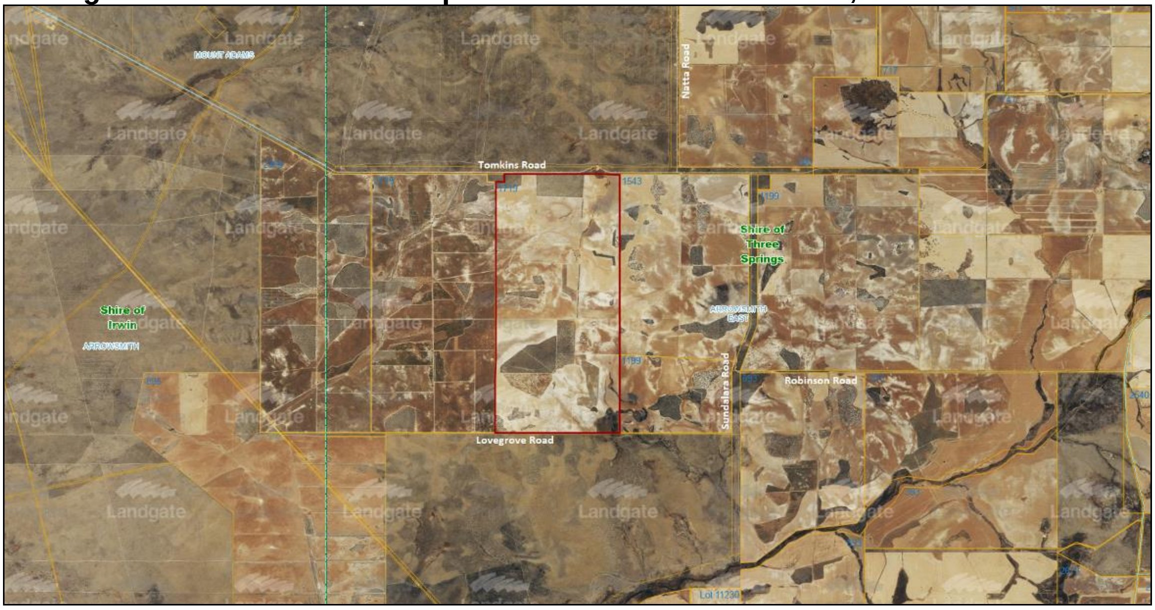


Figure 10.3.2 – Aerial photo of Lot 10710 Tomkins Road, Arrowsmith East

The camp is required on Lot 10710 to enable construction of the power generation facility to commence in June 2025 and is estimated to be on-site for a period of 15 months and would house 75-100 personnel at varying stages of construction.

The workforce accommodation would consist of 18 x 4 bedroom/4 ensuite transportable accommodation buildings and 6 other modular buildings (including a kitchen, freezer, gym, recreation room and storage) delivered to the site by semi-trailers and/or winch trucks. The camp's wastewater would be serviced by a mobile aerobic treatment unit system.

The camp would be located towards the north-west corner of Lot 10710 on the previously levelled site of the South Erregulla 3 exploration drill well pad which previously also houses a drillsite workforce camp. The camp would be setback approximately 750m south of the Tomkins Road/northern boundary of Lot 10710 and 2km west of the power generation construction site which is upon the same lot. The camp would be 2.5km north-east of the closest residence which is located upon 2135 (Lot 10711) Tomkins Road which is owned by Mallee Land Company Pty Ltd.

A copy of the workforce accommodation application is provided as **separate Attachment 10.3.1**.

Figure 10.3.3 – Proposed workforce accommodation site upon Lot 10710 Tomkins Road

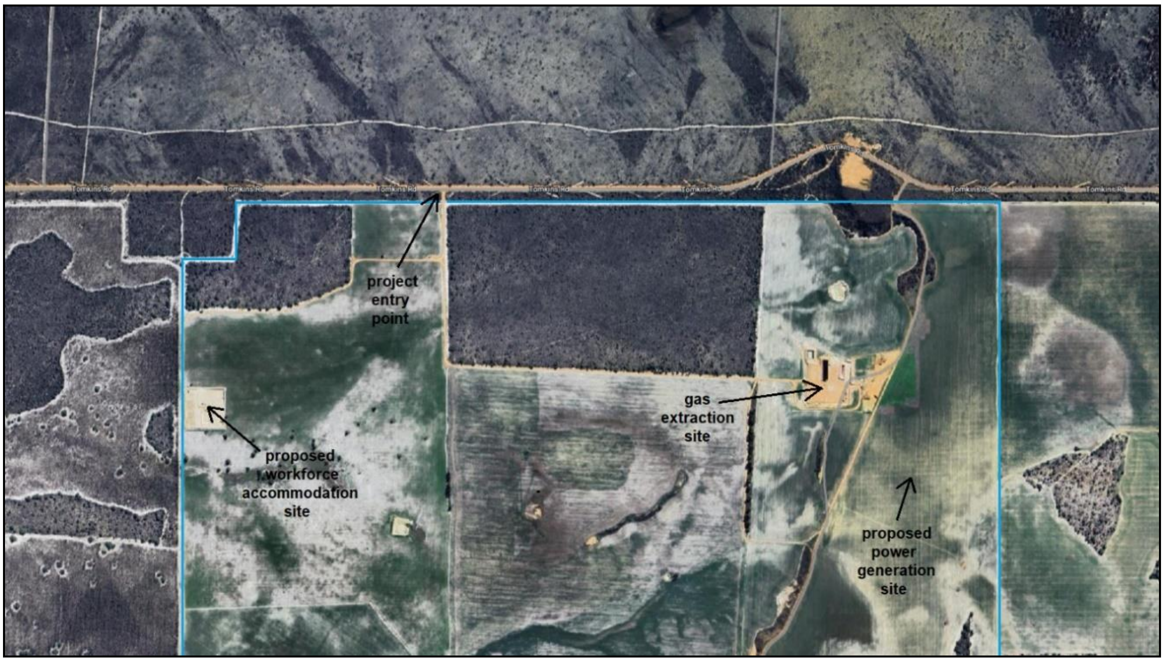
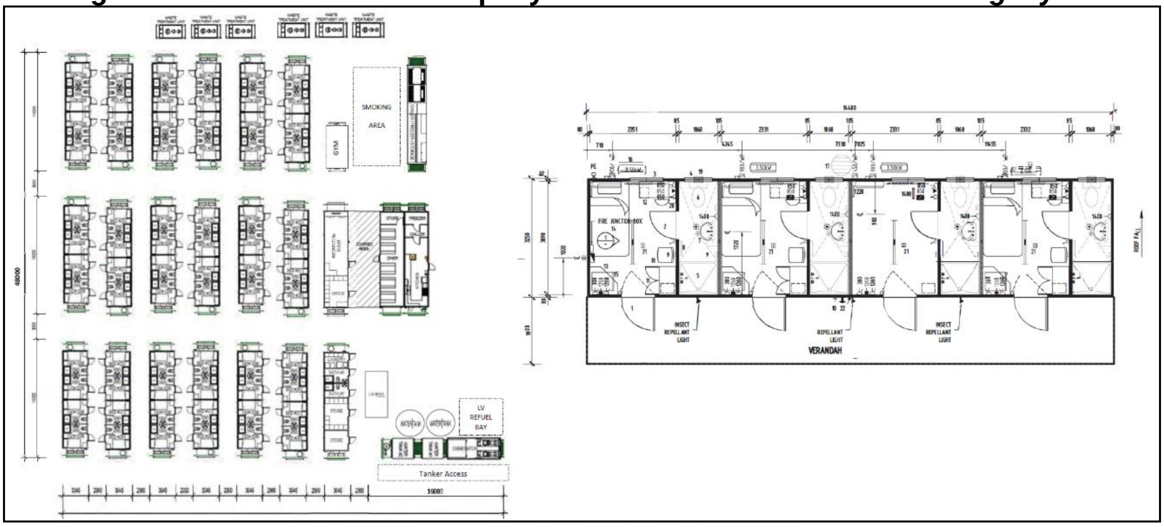


Figure 10.3.4 – existing drill site upon Lot 10710 Tomkins Road, Arrowsmith East

Figure 10.3.5 – Indicative camp layout and accommodation building layout



The workforce accommodation access point onto Tomkins Road would be at the western property entry which is on a straight section of road. The access point would not be from the eastern property entry point which the Shire has previously raised concern over, given it has visibility issues due to its proximity to curves in the road. Discussions between the Shire and applicant have reached agreement that the western access will be the main vehicle access point for the South Erregulla Gas Fired Power Station project and the eastern access point will be for emergency secondary use only.

Figure 10.3.6 – proposed Tomkins Road entry point to workforce accommodation site

Officer's Comment:
Lot 10710 also contains the South Erregulla 1 gas drilling operation that is addressed separate to the planning process through Petroleum Exploration Permit 503 issued to Strike Energy by the Department of Mines, Industry Regulation & Safety under the *Petroleum and Geothermal Energy Resources Act 1967*.

The Environmental Protection Authority (EPA) have previously determined on 7 November 2023 that the proposed South Erregulla Conventional Gas Development upon Lot 10710 that comprises a natural gas processing facility, gas gathering network and pipeline to connect to the Dampier to Bunbury Natural Gas Pipeline was not required to be assessed under Part V of the *Environmental Protection Act 1986*. Further information upon the South Erregulla Conventional Gas Development can be accessed at the following link to EPA website: South Erregulla Conventional Gas Development | EPA Western Australia

Strike Energy are also the proponents for a urea production plant that is proposed upon the north-western corner of Lot 10710 and the north-eastern corner of adjoining Lot 1. This urea production project is currently before the EPA for consideration, planning application processes relating to this project under the *Planning and Development Act 2005* have not commenced pending the outcome of the environmental application process under the *Environmental Protection Act 1986*. Further information upon the urea production project can be accessed at the following link to EPA website:
Project Haber | EPA Western Australia

An application to revegetate 338ha of Lot 10710 in 4 separate areas for the purpose of carbon farming was previously considered by Council and approved at its 22 March 2023 meeting. The proposed carbon planting areas are outside of the footprint areas for the proposed urea production plant, the power generation facility and the proposed workforce accommodation site that is the subject of this report. The Council Minutes from the 22 March 2023 meeting that provide further background to the Tree Farm application can be viewed at the following link:
11._Signed_Minutes_OCM_23.03.23.pdf (threesprings.wa.gov.au)

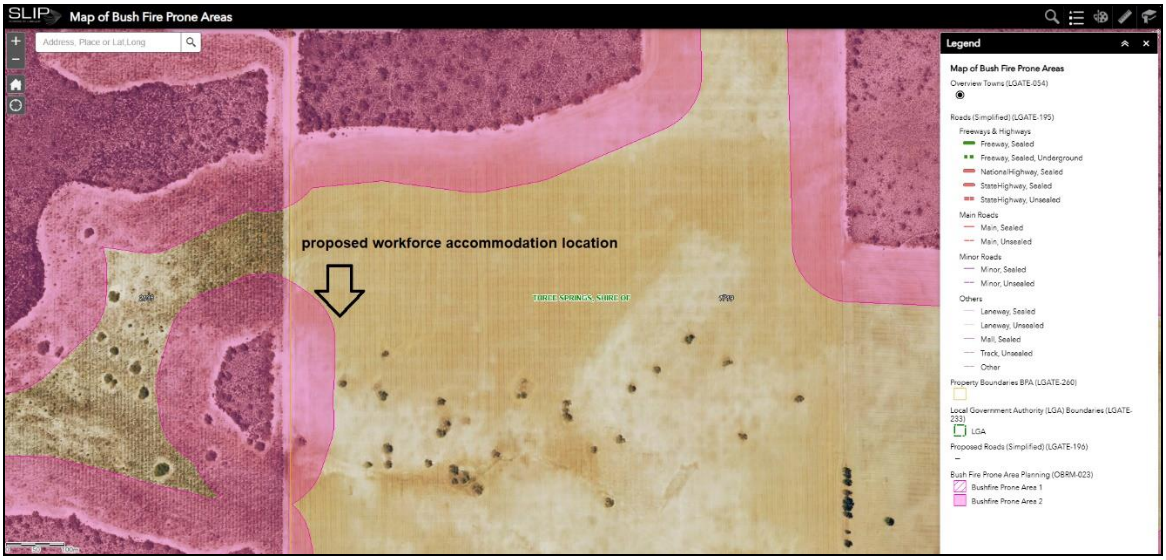
The proposed power generation facility site, and this associated workforce accommodation camp upon Lot 10710 are located 7km south of the proposed West

Erregulla gas processing facility upon Lot 10938 Natta Road, Arrowsmith East that is a joint venture partnership between Warrego Energy and Strike Energy who appointed the Australian Gas Infrastructure Group (AGIG) to design, build, own and operate the facility. The West Erregulla gas processing facility was approved by the WAPC at its 3 October 2024 meeting and the minutes from that meeting can be viewed at the following link:
3 Oct 2024 - WAPC Part 17 Significant Development - Minutes (planning.wa.gov.au)

Lot 10710 has access onto Tomkins Road which is part of the RAV7 network although this is subject to speed limit restrictions and the Shire has advised the applicant that 24/7 all weather access to site can not be guaranteed due to the unsealed road network, as wet weather necessitates periodic road closures for safety reasons.

The western portion of the proposed workforce accommodation site would be located in an area identified as bushfire prone upon the Department of Fire & Emergency Services State Map of Bushfire Prone Areas and the conditions of approval therefore require the applicant to prepare a Bushfire Management Plan to guide site and facility management. However, in the event that the applicant were to relocate the workforce accommodation further east and outside of the area shaded pink upon the DFES State Map of Bushfire Prone Areas then the Shire can advise that a Bushfire Management Plan will not be required to be prepared by the applicant.

Figure 10.3.7 – Dept of Fire & Emergency Services State Map of Bushfire Prone Areas extract



Consultation:
The South Erregulla Gas Fired Power Station application, to which this workforce accommodation is incidental, was previously advertised for comment in September-October 2024 with the Shire receiving 12 submissions, with 10 of these being from government agencies either offering no objection or technical comment, and 2 from neighbouring landowners raising queries in regards to the proposed development. The submissions informed Council's 23 October 2024 recommendation to the DAP. A copy of the received submissions, and the Schedule of Submissions that summarises the nature of the received submissions, and provides individual comment upon the raised issues can be viewed in pages 14-42 of the 23 October 2024 Council Agenda Attachments at the following link:
Statement of Financial Activity - Three Springs - August 2024.xlsx

Council may wish to advertise the 'Workforce Accommodation' application separately for comment or may consider that Schedule 2 Part 9 Regulation 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015* is applicable in this instance and not undertake further consultation.

It is noted that Council has also advertised multiple temporary workforce accommodation applications in the Shire in the last few years and has a resulting high degree of familiarity with the comments that are received from various state government agencies and has incorporated these into the previous standard conditions of approval.

Statutory Environment:
Lot 10710 Tomkins Road, Arrowsmith East is zoned 'Rural' under the Shire of Three Springs Local Planning Scheme No.2 ('the Scheme').

The Scheme lists the objective of the 'Rural' zone as being:

> *"To provide for the sustainable use of land for the agricultural industry and other uses complementary to sustainable agricultural practices, which are compatible with the capability of the land and retain the rural character and amenity of the locality."*

The application would meet the definition of 'Workforce Accommodation' which is listed in the Scheme and Schedule 1 Part 6 Clause 38 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

> *"workforce accommodation means premises, which may include modular or relocatable buildings, used —*
> *(a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
> *(b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors."*

'Workforce Accommodation' is listed as an 'A' use within the 'Rural' Zone which is a use that must be advertised for comment prior to consideration. However, it is noted that this development is temporary in nature, and incidental to the already DAP approved South Erregulla Gas Fired Power Station application, and also that there have been a number of temporary workforce accommodation camps previously upon Lot 10710 and also the neighbouring lot and on this basis Council may consider that Schedule 2 Part 9 Regulation 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015* is applicable in this instance:

> *"77 Amending or cancelling development approval*
> *(1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following –*
> *(a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;*
> *(b) to amend or delete any condition to which the approval is subject;*
> *(c) to amend an aspect of the development approved which, if amended, would not substantially change the development approved;*
> *(d) to cancel the approval.*

(2) An application under subclause (1) –

(a) is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval; and

(b) may be made during or after the period within which the development approved must be substantially commenced.

(3) Despite subclause (2), the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.

(4) The local government may determine an application made under subclause (1) by –

(a) approving the application without conditions; or

(b) approving the application with conditions; or

(c) refusing the application.”

Council previously considered Strike Energy’s temporary workforce accommodation camps upon Lot 10107 and Lot 10938 Natta Road, Arrowsmith East, 11km north of Lot 10710, under this clause.

Section 9 of the Scheme sets out the following:

“The aims of this Scheme are —

(a) To assist the effective implementation of regional plans and policies including the State Planning Strategy;

(b) To protect areas of agricultural significance for sustainable food production;

(c) To encourage economic growth in rural areas by identifying appropriate areas for more intensive and diversified use of rural land for high value products compatible with surrounding farm practices;

(d) To encourage processing and value adding industries to be located within the Shire, and promoting tourism;

(e) To provide opportunities for planned, contained and sustainable settlements in locations with access to services and infrastructure;

(f) To ensure development in rural areas is planned so as not to prejudice productive rural land uses, to protect and enhance rural landscapes and environmental values, and to ensure accessibility to services and facilities;

(g) To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the local government are realised;

(h) To promote and safeguard public health, safety and general welfare of the community;

(i) To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning; and

(j) To protect the character of significant landscapes as part of the environmental heritage and sense of place and as a resource for tourism.”

Schedule 2 Part 9 Clause 67(2) of the deemed provisions of the Regulations provides further guidance to Council in its assessment of this application, listing the following relevant matters to be considered:

"(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;…

…(e) any policy of the Commission;

(f) any policy of the State;

(fa) any local planning strategy for this Scheme endorsed by the Commission;…

…(m) the compatibility of the development with its setting including:

(i) the compatibility of the development with the desired future character of its setting; and

(ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

(n) the amenity of the locality including the following —

(i) environmental impacts of the development;

(ii) the character of the locality;

(iii) social impacts of the development;

(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;…

…(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;

(r) the suitability of the land for the development taking into account the possible risk to human health or safety;

(s) the adequacy of —

(i) the proposed means of access to and egress from the site; and

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;…

…(w) the history of the site where the development is to be located;

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;…

…(zb) any other planning consideration the local government considers appropriate."

Policy Implications:
The Western Australian Planning Commission's 'Workforce Accommodation Position Statement' provides guidance in relation to the assessment of this application. The Position Statement notes that under the *Planning and Development Act 2005* planning decision-makers can:

Control	Not control
1 Where a planning application is required, the terms of an approval related to: (a) timeframe (b) setbacks (c) landscaping (d) parking and access (e) location & appearance of buildings (f) integration with surrounding areas (g) any other land use planning matters relevant to the site. 2 Where a planning application is required the ability to approve /refuse a proposal considering local planning scheme requirements.	1 Any matters specified by a State Agreement Act. 2 The issuing of a mining tenement made under the *Mining Act 1978* – which can include a general purpose lease for 'any other purpose directly connected with mining operations' (may be located in a townsite). 3 That workforce accommodation needs to be met by permanent accommodation rather than 'camps'. 4 That workforce accommodation be located in a town rather than a mine-site. 5 Whether the land for workforce accommodation is owned by the Crown or held in fee simple. 6 Requirement for 'community contributions' by workforce accommodation proponents. 7 Requirements for workforce accommodation to achieve 'legacy benefits'.

A copy of the WAPC Position Statement can be viewed at the following link:
https://www.wa.gov.au/system/files/2021-07/POS-Position-Statement_Workforce_Accommodation.pdf

Financial/Resources Implications:
In the event that the applicant's operations have an impact on the condition of the local road network, it is considered reasonable that a contribution to maintenance be required of the applicant to avoid financial burden on the Shire, and ensure the applicant provides compensation commensurate with additional wear imposed by traffic movements associated with their operations.

Strategic Implications:
The Vision for the Shire of Three Springs Local Planning Strategy notes that:

> *"The Shire recognises the growth of the mining and resources industry within the Mid West region and considers this to be an opportunity to create new businesses and jobs. Three Springs will play a key role in providing infrastructure for industry, particularly in respect to power generation. It is noted, however, that the Shire will not encourage the extraction, storage or use of nuclear materials including power generation."*

Section 3.3.1 of the Local Planning Strategy lists the objective for the 'Rural Hinterland' objective as being *"to support the sustainable continuation of primary industry and agriculture activity as key economic drivers for the Shire"* and notes the following of relevance to this application:

Strategies	Actions
To only consider the establishment of Transient Workforce Accommodation facilities within the 'General Agriculture' zone when it can be demonstrated that there is no opportunity to house workers within an existing settlement.	Include 'Transient Workforce Accommodation' as an 'A' (discretionary subject to advertising) use in the 'General Agriculture' zone and a prohibited use in the 'Priority Agriculture' zone.

The Shire of Three Springs Strategic Community Plan 2018-2028 identifies the community's visions and is the Shire's principal strategic guide for future planning and activities, and the promotion and encouragement of solar and wind power stations is listed within the document as a key community feedback (page 32). It is considered that the application aligns with the following outcomes:

Reference	Strategy	Still Relevant	Priority	Timeframe
1.3.1	Promote existing and new industry opportunities to increase employment	Yes	High	Ongoing
1.3.3	Support sustainable farming and other industry development	Yes	Medium	Ongoing
1.3.4	Support the provision of power, water and gas services to the region	Yes	Medium	Ongoing
1.3.5	Leverage opportunities in regards to substation	Yes	Medium	Ongoing
1.3.6	Investigate and develop the long-term use of the Three Springs Mining Camp	Yes	Medium	<2 years
4.2.4	Encourage business to employ local where possible.	Yes	High	Ongoing

Voting Requirements:
Simple Majority.

OFFICER'S RECOMMENDATION:	**10.3**

That Council grant planning approval for the establishment of a temporary workforce accommodation camp upon Lot 10710 Tomkins Road, Arrowsmith East subject to the following:

Conditions:

1 Development shall generally be in accordance with the approved plans dated 26 March 2025 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.

2 Any additions to or change of use of any part of the development or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.

3 The approval period for this development is 5 years from the date of this approval.

4 Prior to the commencement of the operations a Bushfire Management Plan shall be submitted to the local government for approval.

5 The landowner shall implement and thereafter maintain for the lifetime of the development the recommendations of the approved Bushfire Management Plan to the satisfaction of the local government.

6 The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government.

7 The landowner shall be responsible for the repair, reinstatement or replacement of any road infrastructure that is damaged, becomes unsafe or fails to meet appropriate

engineering standards where the damage to the road network is caused by reason of use of the road in connection with the approved development, and within a timeframe, to the satisfaction of the local government (or where agreed to by the local government the applicant may instead arrange payment to the local government for such repair, reinstatement or replacement works to be undertaken).

8 Prior to the commencement of the development all vehicle access point(s) onto the local road network shall be located, constructed, and thereafter maintained, to the satisfaction of the local government.

9 The installation of any directional/traffic/warning/safety signage in the vicinity of the development's access point(s) onto the road network, and relating to the development, shall be to the satisfaction of the local government.

10 All parking of vehicles associated with the development shall be provided for within the property boundary and not the road reserve.

11 The design, location, installation and maintenance of on-site wastewater/effluent systems is to be to the approval of the local government and in accordance with relevant legislative requirements.

12 At completion of the construction phase for the South Erregulla Gas Fired Power Station (and associated powerline) the Workforce Accommodation development is to cease operations and all associated infrastructure shall be decommissioned and removed from the site, and the site shall be rehabilitated, to the satisfaction of the local government.

Advice Notes:

(a) The applicant/landowner is advised that this determination relates to the granting of development approval only, and does not constitute a building permit and that an application for relevant building permits may be required to be submitted to the local government and be approved before any work requiring a building permit can commence onsite.

(b) The applicant is advised that the proposed works should occur in a safe manner at all times and in accordance with all applicable legal and safety requirements (including the 'duty of care' under the laws of negligence, Worksafe requirements and guidelines, Australian Standards and Western Power policies and procedures).

(c) Prior to any ground disturbance of the site, all contractors and operators should be made aware of the obligations under the *Aboriginal Heritage Act 1972* relating to site discovery and reporting protocols. This includes stopping work and seeking the advice of both the Registrar of Aboriginal Sites and Yamatji South Regional Corporation (YSRC) in the event that materials of Aboriginal heritage value are discovered during construction activities.

(d) The applicant is advised that this planning approval does not negate the requirement for any additional approvals, and adherence to due diligence, which may be required under separate legislation. This including, but not limited to, the obtaining of any required approvals from the Department of Health, the Department of Energy, Mines, Industry Regulation & Safety, the Department of Water & Environment Regulation and Main Roads WA and consulting of Before You Dig Australia and compliance with the requirements of the *Food Act 2008* and *Food Regulations 2009*. It is the applicant's responsibility to obtain any additional approvals, and undertaking of due diligence, required before the development/use lawfully commences.

(e) The applicant will need to consult with the Main Roads WA Heavy Vehicle Services branch to ascertain any approval requirements that may be required for their proposed heavy vehicle combinations, transport routes and operations.

(f) The Shire is unable to provide guarantee of all-weather access on its unsealed road network, and in the event that the applicant requires all-weather access to its site, the applicant is required to seal the road network to the local government's satisfaction to connect into the existing sealed road network.

(g) The applicant is responsible to ensure that biosecurity protocols are maintained for the site to minimise biosecurity risks for the landowner, adjoining farms and along the transport route and should further information be required on appropriate practices the applicant should contact the Department of Primary Industries & Regional Development in this regard.

(h) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

10. REPORTS OF OFFICERS

Corporate Services	
10.4. Mid-Year Budget Review 2024-2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0130
Disclosure of Interest:	Nil
Date:	26 March 2025
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	2024-25 Annual Budget Review 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 adopts the 2024-2025 Mid-Year Budget review prepared based on figures as of 31 December 2024.

Background:
The mid-year budget report incorporates year-to-date variations and forecasts to 30 June 2025 based on figures as at 31 December 2025.

Local Government Financial Regulations 33A requires that the local government conduct a budget review between 1 January and 31 March each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review. The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulation 1996 and Australian Accounting Standards.

Local governments are required to conduct a budget review to establish whether they are meeting their budget commitments and/or determining any areas of savings, overspend/concern or required changes, and considering receipt of income and incurred expenditure in accordance with the adopted budget.

Once officers have completed the review, the Council is required to consider the submission and determine whether or not to adopt the review or any recommendations made.

When adopting the 2024-2025 annual budget, the Council adopted 10% or $10,000 as the trigger point for reporting material variances to be used in the statements of financial activity.

Officer's Comment:
For a comprehensive list of all budget amendments requested, refer to the attached 2024-25 Budget Review List of Budget Changes for Adoption and the 2024-25 Annual Budget Review reports.

Significant amendments are as follows:

Adjustment to 2024/25 surplus

1. The actual surplus, as per the audited Financials for 2023/24, was $180,573 more than the original budget figure.

<u>Operation Revenue</u>

2. The Financial Assistance Grant was increased for both the General and Roads components due to an advance received in 2023/24.
3. The interest earned on Municipal funds is likely to be higher due to the higher interest rates during the year.
4. Planning application fees received have increased due to the proposed alternative energy farms.

<u>Operating Expenses</u>

5. The Bushfire Vehicle maintenance account has been reduced as the vehicles have been serviced this year. However, $20k is still available if an unexpected expenditure arises.
6. A bushfire near Eneabba in November increased Fire control expenses. Recouping from DFES may offset some of these costs.
7. Pest control costs are not as high as expected. Two staff members have been primarily charged with acting to mitigate the corella issue. This appears to be working, as more native birds are returning to the region.
8. Communication expenses at the medical centre are higher than last year. The system was lagging and dropping out regularly. Increased costs have resulted in a higher speed connection and improved performance.
9. Some Facilities budgets also require amending. The hall, pavilion, and gym cleaning budgets are reduced as staff are still performing their duties but working more defined hours, with fewer hours required on weekends and public holidays

resulting in less cost to the shire.

10. Pavilion and Hockey Oval costs increased due to water costs, fertilisation and renovations.

    Dominican Park's water usage is less than in the previous year as the reticulation has been correctly set to avoid overwatering and associated water costs.

11. An overspend in the Depot Grounds Maintenance has occurred. This is largely due to the road crew being unable to work on road projects for approximately 10-15 days during the rainy periods we experienced this year. During these days, the crew's idle time was fully charged to this account. Additionally, when they were assigned to smaller tasks, such as pothole repairs, minor office and Shire house maintenance, and vehicle part replacements, their full hours were also billed to this account. While these smaller tasks typically wouldn't be charged here, their cumulative costs have significantly contributed to the overspending.

12. The airport runway has a maintenance check schedule. The costs associated with the airstrip are considerably less than anticipated.

13. Eco caravan park site works have exceeded the budget. A further $3k has been requested for plants.

14. The account for expendable tools/consumables had a large allocation for Mechanics tools. It is unlikely that the Shire will recruit a Mechanic in the foreseeable future, so this allocation has been reduced.

15. Staff will use the current Councillors Surface Pros for WHS and Payroll online requirements. New laptops will be purchased for the Councillors. This will impact two accounts: reducing PWO—Information Technology and increasing Members Minor Asset Expense.

16. Administration expenditure is down $120k due reduced staffing costs.

    Reduced costs in Administration impact all budget schedules.

17. Plant expenses are lower than budget. This includes Plant repairs and parts utilising both in-house and external contractors. Fuels and Oils as well as Tyres and Tubes expenditure are reduced as well.

18. Staff shortages have resulted in savings in Salaries and Wages. This is offset by the Salaries and Wages Allocated. The vacancies are primarily Mechanic and Tourist and Event Officer. There was also no pool manager for four months prior to the commencement of the pool season.

19. The Bushfire Vehicle maintenance account has been reduced as the vehicles have been serviced this year. There is still $20k available if an unexpected expenditure arises.

<u>Capital expenses</u>

20. A number of housing budgets require amendment. These are due to:

    a. previously unoccupied houses required to be made suitable for tenancy;
    b. Extra expense to engage a contractor to undertake reticulation work that was budgeted to be completed in-house but requires expert installation.

c. New and replacement air conditioning units are required due to lack of cooling in various locations or failed units.
d. Some costs that were expected to be completed in the previous year were carried over but not included in the budget.
e. Increased maintenance due to the recruitment of a Maintenance Officer to undertake and/or organise these works.

21. Considerable savings were made with the purchase of two plant items.

22. Netball Court fencing (grant funded) was expected to be completed in the previous year and, therefore, not carried over to the current budget. This has now been included.

Request for new budget items or alternative use of budget:

23. $5k is requested for reinstating the landscape at 41 Slaughter Street. Front yard vegetation removal was due to snake concerns, as a number of snakes had been sighted on the property both inside and out. Reticulation was inadvertently removed at the same time. The cost of the reticulation had already been included in the adopted budget but an increase of $3k is required to engage a professional to repair and reinstate as needed.

24. $20k was to be used to create a partition at the depot for the Manager of Infrastructure's office. This is being revisited in 2025/26 as the depot office area may require further reconfiguration to accommodate four staff operating from there. It is requested that this budget be reduced to $5k and used for concreting the area between the office space and the rear of the shed, which currently has a sand floor.

25. Purchase of a new vehicle-mounted fogging machine for mosquito control. To combat the issue, the Shire has been hiring a "Fogger" from another Shire. This costs approximately $1,000 each time and has occurred twice this financial year thus far.

Some projects will not happen or be completed this year. These are going to be carried over to next year but have no impact on budget surplus/deficit as offset fully by grant funding:

26. Midwest Secondary Grain Freight Route Project—This project is in the final stages of contracting a company to undertake works. Work is envisaged to commence in May 2025, with the majority of it occurring in 2025/26. This project is fully funded by a grant.

27. Roads to Recovery Arrino West Road project – Delays have occurred this year, which means the project will not commence until 2025/26. This project and the grant funding will be carried over to the next financial year.

Non-Cash Differences

28. A number of depreciation accounts have been suggested for amending due to assets being sold, the value increasing due to upgrades in previous years, or reaching the residual value.

The overall budget impact of all these changes, if adopted as presented to the Council, combined with previously adopted budget amendments, is that there will be a surplus of $241,900. The shire may also receive an advance on the 2025/26 Financial Assistance

Grant in late June 2025, as this has occurred for a number of years, which will increase the surplus further. This has not been factored into this budget review.

For further information refer to the attached:

- 2024-25 Budget Review List of Budget Changes for Adoption
- 2024-25 Annual Budget Review reports.

Consultation:
Chief Executive Officer
Shire Staff

Statutory Environment:
Regulation 33A of the Local Government (Financial Management) Regulation 1996 requires:

33A. Review of budget

(1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget; and

(d) include the following —

(i) the annual budget adopted by the local government;

(ii) an update of each of the estimates included in the annual budget;

(iii) the actual amounts of expenditure, revenue and income as at the date of the review;

(iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.

(2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4; SL 2023/106 r. 18.]

Policy Implications:

Nil

Financial/Resources Implications:
Specific financial implications are outlined in the budget review statement.

The budget review is a legislative requirement and establishes a system for sound and prudent financial management of the shire, as the budget underpins the Shire's ability to meet current and future demands/requirements for works, services and programmes.

Strategic Implications:
The adopted budget and subsequent review have been developed using the existing strategic planning documents adopted by the Council.

The budget is based on principles contained in the Community Strategic Plan, Corporate Business Plan, and Forward Capital Works Plan, as well as other operational plans that comprise the integrated planning framework.

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:

OFFICER'S RECOMMENDATION **10.4**

That Council adopt:

1. The budget review for the period 1 July 2024 to 31 December 2024 as per the projected figures indicated in the Budget Review Report below.

2. The 2024-2025 budget be amended as follows:-

Operating Revenue	*Operating Grants, Subsidies and Contributions*	*Increase provision by*	*$*	*77,300.00*
Operating Revenue	*Fees and Charges*	*Increase provision by*	*$*	*71,825.00*
Operating Revenue	*Interest Revenue*	*Increase provision by*	*$*	*59,024.00*
Operating Revenue	*Other Revenue*	*Increase provision by*	*$*	*10,433.00*
Operating Expense	*Employee Costs*	*Decrease provision by*	*$*	*94,806.00*
Operating Expense	*Materials and Contracts*	*Increase provision by*	*$*	*86,893.00*
Operating Expense	*Utility Charges*	*Increase provision by*	*$*	*23,037.00*
Operating Expense	*Depreciation*	*Increase provision by*	*$*	*135,701.00*
Operating Expense	*Insurance Expenses*	*Decrease provision by*	*$*	*94.00*

Operating Expense	*Other Expenditure*	*Decrease provision by*	*$ 1,500.00*
Operating Expense	*Loss on Disposal of Assets*	*Decrease provision by*	*$ 1,467.00*
Capital Revenue	*Capital Grants, Subsidies and Contributions*	*Decrease provision by*	*$ 28,305.00*
Capital Expenditure	*Land and Buildings*	*Increase provision by*	*$ 56,164.00*
Capital Expenditure	*Plant and Equipment*	*Decrease provision by*	*$ 65,947.00*
Capital Expenditure	*Infrastructure Assets - Roads*	*Increase provision by*	*$ 20,044.00*
Capital Expenditure	*Infrastructure Assets - Parks and Ovals*	*Increase provision by*	*$ 70,691.00*
	Surplus Carried Fwd	*Increase provision by*	*$ 180,573.00*

10. REPORTS OF OFFICERS

Corporate Services	
10.5 Monthly Financial Report for Period 28 February 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:	26 March 2025
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	Monthly Financial Report 28 February 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 28 February 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 or 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 the previous month (the ***relevant 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 relevant month; and

(c) actual amounts of expenditure, revenue and income to the end of the relevant month; 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 relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

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

[(a) deleted]

(b) an explanation of each of the material variances referred to in subregulation (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 must be shown according to nature classification.

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

(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; 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.

[Regulation 34 inserted: Gazette 31 Mar 2005 p. 1049-50; amended: Gazette 20 Jun 2008 p. 2724; SL 2022/88 r. 8; SL 2023/106 r. 19.]

Policy Implications:
Nil

Financial/Resources Implications:

The total Cash Available as of 28 February 2025 is $6,175,051. Cash available comprises Unrestricted cash of $4,038,598 and Restricted cash of $2,132,702, primarily made up of various reserves.

Rates Debtors balance as at 28 February 2025 is $371,851. Rates Notices for 2024-25 were issued on 26 August 2024. The rates collected as at end of February 2025 was $2,731,791 – 88.02%

February 2025:

Operating Revenue – Operating revenue of $3,725,271 comprises Rates – 42%, Grants - 52%, Fees and Charges - 4%, Other Revenue - 1% and Interest Earnings – 1%.

Operating Expenses – Operating expenses of $4,426,209 are made of Employee Costs –32%, Materials and Contracts – 18%, Utilities – 3%, Depreciation - 40%, Insurance – 6%, 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 2024-2034	
Scope Statement:	**Project Outputs:**
Nil	Nil

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.5**
That Council accepts the monthly financial report for the period ending 28 February 2025.	

10. REPORTS OF OFFICERS

Corporate Services	
10.6 Accounts for Payments 28 February 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 March 2025
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 28 March 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 2023-2024.

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

Strategic Community Plan 2018-2028	
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:

OFFICER'S RECOMMENDATION:	10.6
That Council accepts: 1. The accounts for payment as presented for February 2025 from the CBA Municipal Fund totalling $190,984.09. 2. Represented by Electronic Fund Transfers No's 20628 - 20675 and Direct Debits 16734.1 – 16740.7, 16761.1 – 16763.1, 16768.1 – 16768.7, 16777.1 – 16778.1, 16799.1 – 16804.1, and 16809.1 – 16810.1. 3. Licensing Fund totalling $7,368.85 represented by Direct Debit No. 16715.1 – 16728.1, 16749.1 – 16751.1, 16766.1, 16775.1 – 16776.1, 16798.1 – 16805.1, and 16811.1 – 16818.1. **Total Payments for February 2025 $198,352.94**	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12.1. Elected Members
12.2 Staff

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

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

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday, 30 April 2025 @ 5.30pm.

16. CONFIDENTIAL ITEMS

17. MEETING CLOSURE

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

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

Signed: ____

Presiding Officer

Date: 30 April 2025